**2023-2024 APOT Checklist - Volunteer**

Welcome to NMCAA! Please review the volunteer checklist and attached documents. Some forms require a signature. Let us know if you have any questions. Also, please watch the Child Protection Law and Mandated Reporting Training link on #5 of the checklist. Please be prepared to sign yourself in and out of the classroom, as well as any children you may be taking out of the room. The teaching staff will show you where the Classroom Sign In/Sign Out Log is located. Thank you for your time and dedication.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Site:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **SUBMIT** |
| 1. Staff and Volunteer Mandated Reporting Policy |
| 1. Confidentiality Policy |
| 1. NMCAA Child Development Programs Code of Conduct – 1302.90 (c) |
| 1. Volunteer Emergency Contact Information (Optional) |
| 1. The teacher/supervisor will search the Public Sex Offender Registry annually. |
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| **Reviewed** |
| 1. Cornerstones of Culture |
| 1. Child Protection Law and Mandated Reporter Training (Video)   <https://www.nmcaahs.com/annual-pre-service-orientation-and-training.html> |
| 1. NMCAA Child Development Program Guidance Policy |
| 1. Volunteer Screening and Supervision Policy |
| 1. What is InKind?, Volunteer/Donation Form for In Kind & Sample, Classroom Sign In/Sign Out Log |
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| **Additional On-Site Training** |
| Volunteer Classroom Tour-Volunteer Files, Storage of Personal Items, Other Forms as Needed |

**Volunteer Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Distribution: Center keeps a copy of submitted forms in volunteer files. Send copies to Site Supervisor and CC. Complete Volunteer Center File Checklist once all forms are collected.

6/20/23 EHS&HS\APOT\ APOT Docs\2023-2024 APOT Checklist -Volunteer