**Volunteer Center File Checklist**

Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Policy:** Each classroom will **complete a center file checklist for each volunteer** and maintain a current record at all times.Ensure that files are in the following order. **The completed form must be kept in front of each volunteer center file and a copy sent to the site supervisor or coordinator.**

|  |  |  |
| --- | --- | --- |
| **Licensing Requirements** | | |
| **In File** | **Not Applicable** | **Items in File** |
|  |  | Current Agency Pre-Service Orientation Training (APOT) Checklist |
|  |  | Current Staff and Volunteer Mandated Reporting Policy |
|  |  | Original Staff and Volunteer Mandated Reporting Policy (keep original and all subsequent forms in file for entire employment history) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Current Code of Conduct |
|  |  | Original PSOR Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current PSOR Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Must be updated annually. Print a copy of the screen, regardless of the profile results. INCLUDE the date record was conducted to the printed copy. |
|  |  | Pre-Employment TB Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current TB Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Exp. On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Volunteers who have contact with children at least 4 hours a week for more than 2 consecutive** **weeks.** |
| **Additional Requirements** | | |
|  |  | Current Volunteer Emergency Contact Information |
|  |  | Current NMCAA Confidentiality Policy |
|  |  | Listed on Child Information Record (CIR) if child is pulled from classroom |

**Date/Initial Reviewed by Supervisor/Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Distribution: Original on Site, Copy to Site Supervisor or Coordinator **Reference: R400.8125 HS 1302.90 GSRP ISD Administration**

6/23 EHS-HS\ADMIN\Procedures manual\Licensing\volunteer center file checklist