



**Effective Date:** March 12, 2004

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**Title:** Volunteer Standard Operating Procedures

**Purpose:** To explain the procedure by which Volunteers are registered and assigned

**Applicable To:**

**Responsible Party:**

**Volunteer Coordinator:** Director of Human Resources

#### Procedures

The purpose of this SOP is to explain how Volunteers are registered, assigned and tracked.

- 1.0 When Volunteers come in, they are required to fill out a Volunteer Application. (see attached Form I)
- 2.0 Volunteer is interviewed by the department to which they are assigned or the Volunteer Coordinator.
- 3.0 A schedule is arrived at by the department and the volunteer. This information is recorded on the Volunteer Application.
- 4.0 Each time the Volunteer comes, he/she will sign in and out of the Volunteer Book at the Front Desk so that we can track Volunteer hours (see attached Form II).
- 5.0 Volunteers are required to wear a Name Badge.
- 6.0 Requests for Volunteers should be made on the Volunteer Request Form (see attached Form III).
- 7.0 Volunteer Request Forms are forwarded to the Volunteer Coordinator.
- 8.0 The Volunteer Coordinator will check the Volunteer applications against the requests to see which Volunteer would be suitable for each request.
- 9.0 For Volunteers needing a report of their hours for TANF or a school, etc. it is the responsibility of the department to which they are assigned to make a copy of the sign-in sheet and fill out the appropriate forms from the relevant institution. Copies of all forms should be forwarded to the Volunteer Coordinator.