

## **Volunteer Procedures:**

1. All volunteers must complete the online form found on the company website
2. All volunteers must have at least a phone interview before being accepted as a volunteer
3. All volunteers must be at least 16 years of age
4. Prior to starting, a folder titled "Last name, First name" of the volunteer will be created in the "Volunteer Forms" folder in the Company Drive->Clinics->Volunteer forms
5. Prior to starting, a copy of the "Volunteer Information Sheet" must be created, completed and saved in the following format in the volunteer folder: last name, first name, VIS in the volunteer's personal folder in the Company Drive->Clinics->Volunteer forms
6. Prior to starting, the "Volunteer Expectations Sheet" sheet must be printed out, reviewed with the volunteer, dated and initialed by volunteer and supervisor, and scanned into the volunteer's folder. in the Company Drive->Clinics->Volunteer forms
7. A copy of The "Volunteer Sign in Sheet" must be made and saved in the volunteer folder and saved in the following format: last name, first name, VSS
8. On arrival at each volunteer session, the volunteer will "clock in/out" on the form and s/he will initial it along with the supervising therapist via the computer in the Company Drive->Clinics->Volunteer forms
9. Upon completion of volunteer hours, the "Volunteer Sign-In Sheet" shall be printed out and signed by both the volunteer and supervisor. It should then be scanned back into the volunteer's folder and saved in the following format: Last name, first name, final VSS
10. In the event that the supervising therapist leaves the company or changes location, the "Volunteer Sign-In sheet" should be printed out and signed by both the volunteer and first supervisor. It should then be scanned back into the volunteer's folder and saved in the following format: Last name, first name, VSS
11. A new sign in sheet would then be created and initialed with each visit by the new supervising therapist