

## VOLUNTEER CLEARANCE CHART

CAMP	A. Application		B. Interview 30 Minutes	C. Criminal Background Check	D. Training		E. Part Time Vol. Form
	4 page C/S App. with 3 friends Ref. forms	2 page C/S Returning app.			12 hour	8 hour	
1. <b>NEW</b> full time volunteer	YES	No	YES	YES - FBI Fingerprint check or Level 3 Social Security # (SS#) background check.	YES	No	No
2. <b>RETURNING</b> full time volunteer	No	YES	Helpful after first yr. or after substantial changes	Level 2 SS # background every 3 years.	No	Yes	No
3. <b>Transfer</b> Volunteer	Get a copy of their app. from previous camp and have a <b>personal conversation</b> with the previous Camp Director.		Have a brief interview with them so you get to know them.	You will have to check your <b>own</b> copy to verify background. Using Verified Volunteers will allow the Volunteer to share their info. with your camp.	Verify documented training from previous camp, i.e sign in sheet, email verification from Director etc.		No
4. <b>Part time</b> volunteer	Helpful	No	Helpful	No	No	Helpful	<b>YES</b> with brief orientation. <b>Not</b> allowed to supervise camps, NO 2 Deep!!!
5. <b>Visitor</b>	Visitors do not need any of the above, but without it, they must be <b>escorted</b> around camp.						

**See notes on the next page**

## **Volunteer Clearance Chart Definitions and Explanations:**

**New Full Time Volunteer** = A brand new volunteer who has never been to camp before, will be attending camp for the entire week and will be available to supervise the kids in a Two Deep situation.

**Returning Full Time Volunteer** = A returning volunteer who has been to camp before, will be attending camp for the entire week and will be available to supervise the kids in a Two Deep situation.

**Transfer Volunteer** = A volunteer who has attended another camp during the same summer and is now transferring to attend your camp. You may choose to send them through all of your own clearance criteria as a brand new first time volunteer, or you may accept some of their previous clearance items listed above from the previous camp. If you choose to accept any of the items above, i.e. training, from the previous camp, you must have documentation of some form.

You **MUST** also have a **personal conversation** with the previous Camp Director or leadership member to hear their voice and their attitude about this person. A follow up email is recommended as a good record trail.

**Part Time Volunteers** = These volunteers do not need the extensive clearance items listed because they are not participating for the full week and they are just there to help with a specific task or event such as; Registration, the birthday party, a carnival, a evening activity etc. Part time volunteers are **not allowed to supervise the children directly or be Two Deep**. Therefore, you must have other full time volunteers available for secluded places or bathrooms.

**Visitors** = Donors, supporters and interested parties who want to see or experience your camp, do not need any of the above criteria. However, without it, they must be **escorted** around the campground with a "Visitors" name badge.

**Background check** = Level 2 and level 3 are defined in the section under "Background Checks".

**Verified Volunteers** = A vendor that allows individual camps and clubs to do background checks quickly and according to RFK standards. [Verifiedvolunteers.com](http://Verifiedvolunteers.com)