



Human Resources Volunteer Check List

(Place in sheet protector in file)

Volunteer

Name: _____

Is Volunteer counted in Child/Staff Ratios? Yes _____ No _____

Complete the following items on all volunteers who come into your Center on a regular or frequent basis (more than twice in a month). A volunteer is anyone who works in a center who is not an employee. List the date that each item was completed or NA for items that do not apply.

- Affidavit: _____ (complete once)
- Volunteer Application: _____ (complete once)
- Child Care Center Personnel Information Record (Form 2947): _____
(complete once, if counted in ratios; ***Orientation Section must be completed by everyone***)
- Criminal Background Check: _____ (every two years)
- FBI Fingerprints: _____ (complete once with first background check)
- Copy of HS Diploma or degree: _____ (one copy for file, if counted in ratios)
- First Aid Certification: _____ (complete upon expiration, if counted in ratios or left alone with children)
- CPR Certification: _____ (complete upon expiration, not needed for provider/volunteer)
- Pre-Service Training or Wavier: _____ (complete once, if counted in ratios)
- TB Skin Test or Survey Results: _____ (screen every year, test every three years, copy of TB skin test result if test has been completed)
- Center Operating Manual: _____ (current copy)
- Training Log/Records: _____ (on-going, if counted in ratios)
- Volunteer Agreement _____ (complete once)
- Date of Termination of Services: _____

CSNT Head Start Vision Statement

“To provide a system of education and encouragement which results in school readiness for young children and their families.”

Revised 10/30/18