

Below is information on the Interim Volunteer Policy procedures/steps, please do keep in mind this is an interim policy and subject to change:

1. **Register and Agree to Terms** (Completed by the department/unit)
 - Have the volunteer complete the following forms:
 - Volunteer Registration Form
 - The Volunteer Registration Form and Registry checks are *valid for the fiscal year*.
 - Volunteer Agreement
 - *One* Volunteer Agreement Form will need to be completed on each volunteer *per fiscal year*.
2. **Have the volunteer provide a photo I.D., examine and certify the photo I.D. was used to verify the volunteer's identity** (Completed by the department/unit)
3. **Complete and certify the completion of the background checks:** (Completed by the department/unit)
 - Performing the Sex and Violent Offender Registry Checks:
 - Checking the *Dru Sjodin National Sex Offender Public Website*
 - Go to the registry website: www.nsopw.gov/Core/Portal.aspx
 - Click the option to search for sex offenders
 - Read the conditions of use and agree to them
 - Search for the individual's name
 - Checking the *Indiana Sex and Violent Offender Registry*
 - Go to the registry website: www.icrimewatch.net/index.php?AgencyID=54663&disc=
 - Use the search by name
 - If a match is found, click on the name to see the detailed information, verify whether it is the same person and contact HR
 - Anyone appearing on one or more registries is prohibited from providing volunteer services to the University.
4. If the Volunteer's duties requires them to drive on IPFW business have the Volunteer contact Campus Safety to complete any necessary requirements
5. **Forward the original completed Agreement and Registration Form to Human Resources** (Completed by the department/unit)

If you have questions, please contact Carolyn Ladd, Compensation and Classification Administrator (ladd@ipfw.edu) 16680 and/or Carol Coffee, Employment Administrator (coffeec@ipfw.edu) 16177.