

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0183 (VT)
Effective Date: 07-01-89
Person Responsible: Community Engagement Specialist

Subject: Volunteer Practices
Last Revision: 11-25-2024

Approvals/Date:

Brent C. Baer 12-19-24
Superintendent, WCBDD Date

A. B. [Signature] 12/19/24
Department Director/Coordinator Date

INQUIRIES ON VOLUNTEERING

1. Individuals inquiring about volunteer opportunities at Wood County Board of Developmental Disabilities will be sent an email or phone call with information regarding volunteer opportunities and will schedule a time for Volunteer Orientation.
2. Wood County Board of Developmental Disabilities exempt staff who wish to volunteer must complete sections I, II, VIII and IX of the Volunteer Application Form. Staff may be required to meet with the Community Engagement Specialist.
3. Per Federal Wage and Hour, non-exempt staff may not volunteer to do similar or like duties within the agency they are employed. Any volunteer who is employed by WCBDD must receive authorization to volunteer from the HR Coordinator by completing Form 03-ALL-ALL-0972.
4. Before a volunteer can be placed in a volunteer position, the volunteer must complete a volunteer orientation and the following forms:
 - a) Online Volunteer Application
 - b) Authorization for Release of Information Form (03-ALL-ALL-0042) for Volunteers, when applicable
 - c) Volunteer Orientation Outline (03-ALL-ALL-0057) for all Volunteers.
 - d) County Sheriff Identification and Investigation Sheet Form (03-ALL-ALL-0073) for Volunteers. Background investigation includes 6 database checks contained in OAC 5123-4-01, BCI criminal records check and fingerprints, and FBI check if the volunteer lived outside of Ohio in the last 5 years. Volunteers cannot begin placement until all acceptable reports have been received by the Community Engagement Specialist.
 - e) All Volunteers must be 14 years old and complete BCI Form (03-ALL-ALL-0008). Volunteers are requested to be fingerprinted for BCI check after their volunteer orientation, volunteer must sign the Positive Supports First of Liability form (03-ALL-ALL-0546). Volunteers cannot begin placement until an acceptable report(s) has been received by the Community Engagement Specialist.
 - f) Expenses incurred in checking references, criminal background and driving record will be covered by WCBDD.
 - g) Abuse & Neglect/Drug Free Workplace/Internet & Email Use/Confidentiality Agreement Form (03-ALL-ALL-0455) - For all volunteers
 - h) Wood Lane Volunteers Release of Liability (03-ALL-ALL-0825)
 - i) Recreation and Special Olympic Volunteers must be at least 14 years old. All volunteers must have completed standard admittance procedures and be at least 14 years old. If a Volunteer is under the age of 18 Form (03-ALL-ALL-0044) must be completed and returned to Community Engagement Specialist before Volunteer can begin volunteering.
 - j) An overview of HIPAA for all volunteers will be provided by the Community Engagement Specialist
5. If the recommendation is made NOT to place a volunteer, the applicant will be contacted by the Community Engagement Specialist.
6. Volunteers may not invite or bring anyone to their assigned Volunteer placement, including their children, friends, or anyone who is an unapproved or untrained Volunteer.
7. A new sheriff's background check and a new BCI background check for volunteers will be obtained every five years. The volunteer agrees to notify the Community Engagement Specialist if the volunteer has been charged with, is convicted of, or pleads guilty to a disqualifying offense described in ORC 5123.081 and listed in ORC 109.572.
8. CERVIS – Volunteers will sign in/sign out in CERVIS to track their hours and it is the responsibility of the volunteer to make sure this is updated. During orientation, volunteers are advised to create an account online with CERVIS. This is how the individual will sign up for volunteer opportunities as well. supervisors or support staff.
9. Volunteer Evaluations:
 - A. Volunteer supervisors will be given an Evaluation Form (03-ALL-ALL-0048) to complete for each volunteer, one (1) month prior to the end of the BGSU semester. Evaluations will be kept in an individual volunteer file; a copy will be sent to the volunteer along with the Volunteer Program Assessment and their volunteer hours.
 - B. In the event that the volunteer provides an Evaluation Form (i.e. Per a BGSU class requirement), the volunteer's supervisor may substitute that evaluation form for Form (03-ALL-ALL-0048).
10. Volunteer files - The Community Engagement Specialist will maintain files for each volunteer which will include:
 - A. Application and Contract
 - B. Records of Volunteer Assignment(s) and Time Sheets
 - C. Record of Training Received
 - D. Any Evaluations
 - E. Resignation
 - F. Emergency Notification Data
 - G. Police Record Check(s)
 - H. Liability Release Form, if applicable
 - I. References
 - J. Interview, if applicable
 - K. Drug Free Workplace, Contingency of Placement and Confidentiality of Records Agreements

L. Orientation Checklists

11. Volunteer will notify supervisor and the Community Engagement Specialist that they are resigning.
12. The Wood County Board of DD reserves the right to terminate a Volunteer Assignment if it is not in the best interest of the program, the individual services, or the volunteer.

REQUESTING VOLUNTEERS

1. Upon receipt of volunteer request, the individual making the request will be notified promptly either through a memo, phone call, in person or e-mail acknowledging that request was received. Acknowledgment will confirm date, time, and number of volunteers (minimum and maximum) requested.
2. Individuals/guardians for whom one-on-one volunteers have been requested must be contacted, when necessary, by the Community Engagement Specialist or designee, within one (1) week of receipt of request.
3. Volunteers will be recruited based on the needs of the persons served. Recruitment will be handled through news releases, media contacts or contacts directly from prospective volunteers.
4. For Special Events only, the individual making the request will be given weekly updates during the weeks between submitting request and set activity date, with updates occurring the last working day of the week. A written update will also be given at least one (1) week prior to the anticipated starting date of event/season including volunteer's names and phone numbers.
5. A memo or e-mail will be sent monthly to volunteer supervisors regarding any updates/changes or issues regarding volunteers, and a reminder to turn in volunteer time sheets and volunteer requests for any upcoming activities.
6. Staff who supervise volunteers will inform the Community Engagement Specialist when a volunteer's position or schedule is changed.
7. After placing a volunteer, the Community Engagement Specialist will email the volunteer a volunteer placement notification.

NOTIFICATION OF SUPERVISING STAFF ABSENCE

1. If the planned absence of a staff member who currently supervises volunteers will affect the volunteer's ability to carry out duties, as soon as the absence is planned, the staff member will:
 - A. Ask the volunteer to report to the substitute supervisor or;
 - B. Ask the volunteer not to attend during the supervisor's absence;
 - C. Notify the Community Engagement Specialist of the time and date of staff's planned absence if staff asks volunteer not to attend.

NOTIFICATION TO STAFF OF VOLUNTEER ABSENCE

1. Volunteers are to call either their supervisor or the Community Engagement Specialist to notify them of any absences.
2. When notified, the Community Engagement Specialist or designee will notify staff of volunteer absence.

VOLUNTEER REIMBURSEMENT

1. Should a Volunteer incur expenses while volunteering they can request reimbursement by completing Form (03-ALL-ALL-0069). Volunteers who request reimbursement must have **original receipts** for the reimbursement to be reconsidered. It is recommended that the reimbursement form be submitted monthly.

Forms: 03-ALL-ALL-0008 03-ALL-ALL-0042 03-ALL-ALL-0044 03-ALL-ALL-0046
 03-ALL-ALL-0047 03-ALL-ALL-0048 03-ALL-ALL-0057 03-ALL-ALL-0069
 03-ALL-ALL-0073 03-ALL-ALL-0447 03-ALL-ALL-0455
 03-ALL-ALL-0546 03-ALL-ALL-0825 03-ALL-ALL-0972

References: ORC 5123.081
 ORC 109.572
 OAC 5123-4-01

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