

Volunteer Screening Resource Sheet



Each Move United member is responsible for creating their own policies and procedures to ensure the safety of their participants, volunteers, and employees. Please feel free to use this reference sheet to help shape your policies/procedures.

General Considerations:

- Provide all information about organization or event prior to distributing applications
- Ensure volunteers know what they are working for/towards
- Identify any risks involved in volunteer and/or requirements to volunteer
- Decide on volunteer screening process ahead of time and be consistent
 - Are there specific requirements or pre-requisites to volunteer?
 - What questions will you ask on applications? Basic info, background, etc.
 - Will application include volunteers to provide credentials?
 - Will you ask volunteers to list references or provide reference letters?
 - Will you be performing background checks? Organization vs. Individual paying? Type?
 - Will there be an orientation day or training prior to the event?
 - Will you require sexual abuse training (SafeSport, Darkness to Light, TrainRight)
 - Will you be performing interviews? (in-person or phone call)

Volunteer Screening Suggestion:

Step 1: Solidify volunteer screening process and be consistent with all events (standard applications, online or on-site application, interviews, training/orientation)

Step 2: Send applications within organization to find any gaps in application process as test prior to confirming process

Step 3: Provide information about event via social media, flyers, word-of-mouth, etc. with description of volunteer demographic you are looking for and process to get involved

Step 4: Participants complete application process

Step 5: Staff reviews and filters applications based on volunteer criteria (physical abilities, credentials)

Step 6: Staff or individual volunteers complete background check based off of second round of applications

Step 7: Staff reviews and filters volunteers based on clearing a background check

Step 8: Complete next steps in volunteer screening process

- If it is a small event-consider hosting interviews via phone call or in-person
- If it is a large event- consider asking volunteers to provide further credentials

Step 9: Host brief orientation or training prior to event (hour before or morning of) to ensure all volunteers are on educated and understand what is expected of them.

*Be sure to be thankful for dedicating their time before and after event

Step 10: Clarify any questions from volunteers