




DEPARTMENT NAME: Development / Communications		
SUBJECT: Use of Volunteers		POLICY NUMBER: DC-002
APPROVAL: 	EFFECTIVE DATE: 12/22/2020	REPLACES : DC-002 dated 7-2-2013

- I. **PURPOSE:** The purpose of this policy is to define the roles and responsibilities of the volunteer in Children's Network of Southwest Florida's System of Care.
- II. **REVIEW HISTORY:** DC-002, 7-2-2013
- III. **CONTACT:** Director of Kinship
- IV. **PERSONS AFFECTED:** Volunteers, donors, and staff of Children's Network of Southwest Florida (CNSWFL)
- V. **CROSS REFERENCES:** F.S. 409.175; F.S. 110.501
- VI. **PROCEDURES:**

A. Volunteers Providing Direct Client Services

Anyone interested in volunteering directly with children, youth, or their families are referred to the Family Mentor Coordinator at the lead agency or to case management organizations and to Children's Home Society. Level 2 background screening requirements as defined in Chapter 409.175 must be met as well as any agency specific volunteer requirements.

B. Volunteers Participating in Public Events and The Family Mentor Program

The CNSWFL coordinates and /or participates in events and programs throughout the year to support families involved in the child welfare system that are either sponsored by the Network or by volunteers working with the Network. These include the Annual Walk to Prevent Child Abuse, events during Child Abuse Prevention Month, Events for Foster Parent Appreciation Month, Seasonal Holiday events and the Family Mentor Program. Level 2 background screening requirements do not apply for volunteers that do not have unsupervised contact with children; however, preliminary screenings will be conducted for volunteer mentors.

C. Volunteers Providing Goods and Services

The CNSWFL receives goods and services donated by volunteers throughout the year. These include Holiday gifts for children, donated cash, business services, clothing, blankets and miscellaneous personal care items and discounts for children and caregivers in the system. These donations are solicited by the CNSWFL or offered by individuals and groups from the community. These volunteers do not have direct contact with clients and are not subject to background screening requirements.

- D.** Documentation of all donations and volunteer activities are acknowledged in writing and provided to the donors by the **Development and Communications Department** of CNSWFL.
- E.** The **Director of Community Development** coordinates the use of volunteers in the organizations and works with the volunteers to understand their roles and responsibilities in any particular activity.