

## Community Volunteer Checklist

Name \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address: \_\_\_\_\_ Completed By: \_\_\_\_\_

### **Volunteers (DCFS Section 407.180)**

Volunteers whose duties require contact with children or food, more than once a month must obtain a physical exam and arrange for a tuberculosis test.

### **Contact Education Coordinator to train:**

- I. A community person volunteering more than two times per month.
- II. A parent volunteering more than three times per week or a total of 9 hours per week.
- III. Whenever a request for volunteer training is made by a parent or a staff member.
- IV. Adult or student required by court to perform community service at the center, as a fine.

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**Volunteer cannot replace or supplement staff. Volunteer cannot be left alone with children outside the visual or auditory supervision of facility staff.**

This file is forwarded to the administrative assistant at the end of volunteer's time at the center.

### CHECKLIST FOR ON-SITE DCFS RECORDS

\_\_\_\_\_ Medical Report on an Adult in a Child Care Facility (including TB test and immunizations), if applicable-see instructions above DCFS 407.180

\_\_\_\_\_ COVID-19 Vaccination Proof

\_\_\_\_\_ Standards of Conduct Policy

\_\_\_\_\_ Change of Status

Training completed on \_\_\_\_\_ by \_\_\_\_\_

DCFS file is created using this checklist for community volunteers. The CB Education Coordinator trains volunteers.