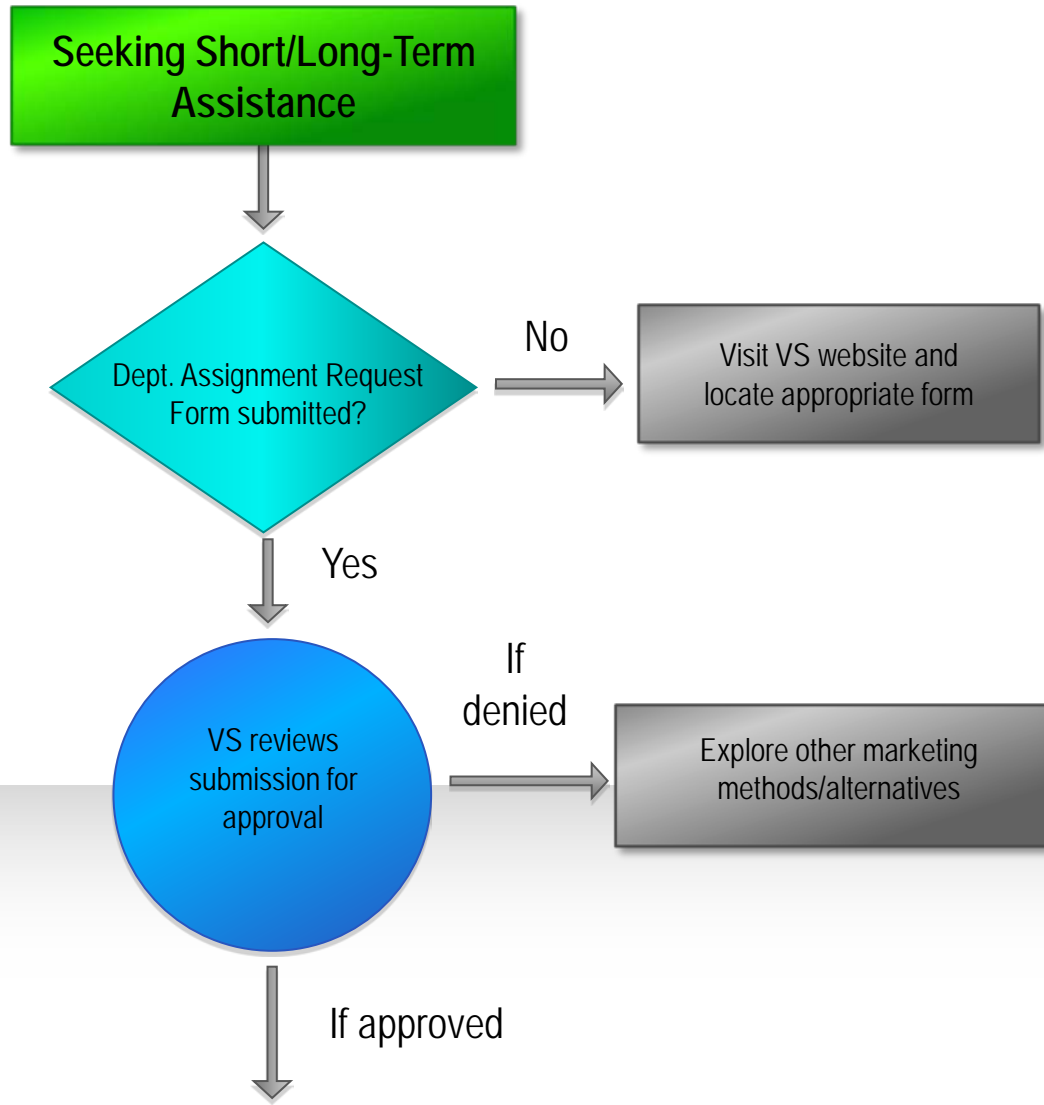


VOLUNTEER SERVICES SUPERVISORY FLOWCHART



Referring Potential Candidate(s)

Conduct interviews and select potential candidates

*May wish to create a profile sheet for each prospective candidate and keep in departmental file for future reference.

Candidate(s) at least 16, but under 18 years old

Candidate(s) 18 years old or over

Copy of the Parental Consent Form sent to VS?

Yes

Selection Form submitted?

Yes

VS sends candidate link to the online application.

VS reviews app. and forward specific information for background screening.

Consequently, VS delivers a Welcome or Rejection letter via email to candidate.

No

No

Rejected

Approved

Submit as soon as possible to avoid processing delay(s).

Must be submitted to initiate application process

Proceed to next prospective candidate

Coordinate schedule with official volunteer and submit timesheets to VS on a monthly basis.

Hosting One-Time Special Event

