




DEPARTMENT NAME: Development / Communications		
SUBJECT: Use of Volunteers		POLICY NUMBER: DC-002
APPROVAL: 	EFFECTIVE DATE: 7-2-2013	REPLACES : New Policy

- I. **PURPOSE:** The purpose of this policy is to define the roles and responsibilities of the volunteer in Children's Network of SW Florida's System of Care.
- II. **REVIEW HISTORY:** New Policy
- III. **CONTACT:** Director of Development / Communications
- 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

The Children's Network of Southwest Florida does not provide direct client services, therefore anyone interested in volunteering directly with children, youth, or their families are referred to the case management organizations and to Children's Home Society who coordinates our local mentoring initiative. Level 2 background screening requirements as defined in Chapter 409.175 must be met as well as any agency specific volunteer requirements.

B. Volunteers Participate in Public Events

The CNSWFL coordinates and /or participates in a variety of events throughout the year 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, during Foster Parent Appreciation Month, and holiday seasons. Background screening requirements do not apply if the volunteers have no unsupervised contact with children.

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, 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.