

**PURPOSE:**

The purpose of this booklet is to protect the agency, the Board, the employees, the clients, the volunteers and the public in general by ensuring 'DUE DILIGENCE' has been conducted when screening and placing volunteers within a non-profit organization or in the service of a non-profit organization.

The Vernon RCMP together with several non-profit agencies has made the following suggestions:

**VOLUNTEER FILES**

- A **file** should be kept on every volunteer containing all necessary papers that will ensure "due diligence".
- All **waivers or agreement** forms signed by the volunteer should be placed in the volunteer's file.
- The **original** Criminal Record Check must be reviewed by the Executive Director or other Board designate:
- A **copy of the CRC** is made, initialed, and dated by the Executive Director or Board designate and placed in the volunteer's file. The original of the CRC is returned to the volunteer.
- If the Board deems that a criminal record check is periodically necessary the **files can be coded** as to expiration date of Criminal Record Check
- If the Board deems that **reference checks** are to be done before accepting a volunteer, copies of the reference letters should be placed in the volunteer's file
- If the volunteer presents **letters of recommendation** copies of these letters should be placed in the volunteer's file
- If the Board deems that **periodic evaluations** be done on job performance, originals or copies of the evaluations should be placed in the volunteer's file

**BOARD POLICIES and INSURANCE COVERAGE**

1. Coordinators should be familiar with their agency's policies regarding the acceptance of volunteers, the regulations governing criminal record checks, frequency of checks, and liability issues concerning volunteers.
2. If Board policies have not been established, coordinators may want to approach the Executive Directors to request policies be put into place. It may be advisable at this time to determine whether or not the Agency's Insurance Company and Board Policies are in accordance.
3. Coordinators may wish to ask Executive Directors whether or not appropriate insurance coverage is in effect and what stipulations/recommendations the Agency's Insurance Company wants in place to ensure that these practices are being met by the Coordinators of Volunteers

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