

VOLUNTEER REGISTRATION PROCESS CHART

	Regular On-going (weekly, monthly, weekend seminar)	Occasional 4 or less times per year (Reentry, 12 Step)	One-Time (speakers, sports teams, choirs, etc.)	Government Agency employees w/Peace or Police Officer Status
Volunteer Registration Form (MFVS 3080)	Yes	Yes	Yes	Only Page 1 of Part I
EIU Criminal History Check	Yes	Yes	Yes	No ¹
Fingerprint	Yes	No ²	No	No ¹
Standards of Conduct	Yes	Yes	Yes	Yes
ID Card	Yes	No	No	If regular on-going (refer to Directive #2946, "Employee Identification Material")
Orientation	Yes	Yes - Appropriate to activity	Yes - Appropriate to activity	Yes - Appropriate to activity
TB Test	Yes	Yes (See Directive #4750, section V-C-4-a "TB Testing")	No	No - One-time Yes-if Regular or on-going
Staff Supervision	Indirect	Indirect	Direct	Indirect
Submission Request	60 days prior to the start of the program ³	30 days prior to the start of the program ³	30 days prior to the start of the program ³	30 days prior to the start of the program

¹ **Fingerprinting & EIU Criminal History Checks** – Government agency employees who provide a program within their official capacity and who have Peace or Police Officer status are exempt from fingerprinting, and an EIU Criminal History Check.

² Fingerprints may be required for positive identification.

³ **Submission Requests** - may require additional time for persons with criminal histories.

⁴ Fingerprints may be required for individuals with derogatory information reported on the EIU Criminal History Check.