

VOLUNTEER REGISTRATION PROCESS CHART

Category	Regular On-going (weekly, monthly, weekend seminar)	Occasional Choir/Theatrical Performances, Sports Teams, Resource Fairs, and one-day attendance (8 hours or less) at Religious Events	One-Time ²	Government Agency employees w/Peace or Police Officer Status Dept. of Labor employees In Official Capacity
Volunteer Registration Form (MFVS3080)	Yes	Yes	Yes	Only Page 1 of Part I (Peace Officers) Pages 1-5 (DOL)
EIU Criminal History Check	Yes	Yes – one per year	Yes	No Yes - DOL
Fingerprint	Yes	No ¹	No ¹	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	Direct	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 Fingerprints may be required for positive identification.

² One-Time refers to one time in any NYS Correctional Facility.

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

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