

July 2, 2021

GENERAL LETTER NO. 1-F-AP-4

ISSUED BY: Division of Field Operations

SUBJECT: Employees' Manual, Title 1, Chapter F Appendix, ***Volunteer Services Appendix***, Title Page, Contents Page 1, pages 1 and 2, revised; 2a and 2b, removed; 3 and 4, revised; 5-9 and 10-12, removed.

Summary

Chapter 1-F Appendix is updated to:

- ◆ Update legal references
- ◆ Remove references to outdated forms
- ◆ Revise manual to bring policy and procedures up to date
- ◆ Update style and formatting throughout

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 1, Chapter F Appendix:

<u>Page</u>	<u>Date</u>
Title Page	February 11, 1986
Contents Page 1	February 2, 1988
1 and 2	February 2, 1988
2a and 2b	February 2, 1988
3-9	February 2, 1988
10-12	February 11, 1986

Additional Information

Refer questions about this general letter to your division administrator.

Volunteer Services Appendix

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Questionnaire for Transportation Volunteer, Form 470-2253

Purpose	The <i>Questionnaire for Transportation Volunteer</i> is used to gather information needed to determine if a prospective volunteer is qualified to provide transportation for clients.
Source	This form shall be attached to the original of form 470-0649, <i>Volunteer Application</i> .
Completion	This form is prepared when a prospective volunteer is being considered for a job transporting clients. This form is prepared by the prospective volunteer.
Distribution	Data The form is self-explanatory.

Volunteer Application, Form 470-0649

Purpose	The <i>Volunteer Application</i> gives the contractor and the prospective volunteer pertinent information. Use this form when a person is seeking volunteer work.
Source	Employees may print this form from SharePoint or the Employees' Manual.
Completion	This form to be completed by prospective volunteer.
Distribution	The contractor or volunteer services director keeps the original and as applicable, provides a copy to staff requesting the volunteer.
Data	The form is self-explanatory.

Volunteer Group Application and Registration, Form 470-2071

Purpose	The <i>Volunteer Group Application and Registration</i> gives the contractor and staff person information about the group, as well as the signature of the group representative. Use this form when a group is seeking volunteer work.
Source	Employees may print this form from SharePoint or the Employees' Manual.
Completion	This form to be completed by the group representative.
Distribution	The original is kept by the contractor. After the group representative completes the registration form, the contractor assigns an appropriate job to the group.
Data	The group representative must make sure that all members of the group hear and agree to confidentiality rules. The form is signed by a designated group representative.

Volunteer Registration, Form 470-2347

Purpose	The <i>Volunteer Registration</i> is the official agreement between the Department and a volunteer applicant accepting the applicant as a DHS volunteer.
Source	Employees may print this form from SharePoint or the Employees' Manual.
Completion	This is completed after the volunteer has completed form 470-0649, <i>Volunteer Application</i> , and staff has had an opportunity to check references and determine suitability of the prospective volunteer to the position, but prior to the prospective volunteer's beginning service as a volunteer. The form is completed by the volunteer and the staff person.
Distribution	The Area or Institution retains a copy and a copy is sent to the contractor.
Data	The signatures of the volunteer and the staff person must be included on the form.