

INDIAN CREEK FOUNDATION COMMUNITY VOLUNTEER POLICY

Policy #: 048
Created: 4/07
Revised: 5/2024

This policy governs the following:

All ICF Employees

Volunteers are essential in the operation of Indian Creek Foundation and to meet certain needs of the individuals served. Assistance is needed in the areas of recreational activities for clients, fundraising and special events.

In order to protect our clients, there are certain guidelines that should be followed regarding background checks and supervision by staff.

Background Screening Process

Prospective volunteers who will have direct, prolonged contact are required to contact the volunteer coordinator to complete the following before beginning:

1. Volunteer Information Application
2. Pennsylvania Child Abuse History Clearance check
3. Pennsylvania Criminal and FBI Background check
4. Review and sign Indian Creek Foundation's HIPAA Confidentiality and Non-Disclosure Agreement
5. Students under the age of 18 do not require background checks but must submit a reference from a teacher or community leader.
6. Volunteers must complete Fire Safety Training when working in the main building

The Volunteer Coordinator will ensure the above list is complete and schedule a meeting with the prospective program. Programs may include; Therapeutic After School Program, Summer Therapeutic Activities Program, Day Services and Development.

Student Shadowing- This unique opportunity allows high school and college students to complete community service hours or engage in a short-term volunteer experience. Students observe or provide minimal assistance in a supervised setting for up to 20 hours. Students are always supervised.

Special Events- Indian Creek Foundation's special events are coordinated by the Development Department. Each event requires 30 to over 100 volunteers. Special event volunteers do not need to undergo the screening process in order to be eligible to help.