

CSI@NAU FGP and SCP Volunteer Handbook Edits

July 2017

The following are the highlights of the edits to the FGP and SCP Volunteer Policy Manual along with the specific page number where the information is located.

- Changed references to the Civic Service Institute to CSI@NAU.
- Clarified that volunteers may begin service after the training log has been received in the CSI@NAU office (p. 7).
- Clarified the CSI@NAU can accept valid and current Arizona DPS Level One Fingerprint Clearance cards as part of the criminal history check process (p. 8).
- The pre-service orientation and training for new volunteers (or returning volunteers with more than a two year break in service) is now 20 hours of orientation and 20 hours of in-service training. Volunteers may begin their direct service after completing the required 20 hours of orientation. The Administrative Assistant will approve the volunteer to begin direct service hours after their completed and signed training log has been received in the Flagstaff office (pgs. 9-10).
- Time slot choices for new volunteers are 15, 20, 25, 30, and 35 hours. Volunteers who are currently serving 40 hours however it will not be offered to new volunteers as it will be phased out as the slots are vacated (p. 9).
- The Foster Grandparent Program will no longer be including School Holidays as part of paid leave (p. 14). The volunteers will revert to starting the new fiscal year with 20 hours of leave in their leave bank and accruing up to 128 hours of leave throughout the year. Foster Grandparents shall use their leave for school breaks such as fall, winter or spring break or any other school closure days that are not included in the regular 13 paid holidays.
- In the SCP Inappropriate Activities section (p. 26) we have added that it is not acceptable to leave a client at an appointment alone.
- Under Placements and Assignments (p. 33), we have reduced the number of placements from five (5) to three (3) as possible grounds for dismissal.
- The Title VI notice has been updated (p. 46).