

ACS New Volunteer Application Checklist for Program Coordinator

Volunteer Legal Last, First, Middle Names:	
County (Region): Choose an item.	Service Area (Subregion): Choose an item.
Program(s): <input type="checkbox"/> FGP <input type="checkbox"/> SCP & <input type="checkbox"/> Non-Stipend (if applicable, select this option only for areas with no RSVP) <input type="checkbox"/> RSVP <input type="checkbox"/> RSVP as SCP	
Approved For Training Date:	Service Start Date (date training started):
Approved for Direct Service Date:	
IMPORTANT NOTE: MOU must be current and signed by all parties prior to volunteer placement.	

INSTRUCTIONS: Prg. Coord. will complete all steps in the tables for each phase to trigger action in orange fields.
SUBMIT AS A PACKET ALL ORIGINAL DOCUMENTS TO CSV FLAGSTAFF OFFICE WHEN PHASE 3 IS COMPLETE
IMPORTANT: [RSVP SCP Friendly Visitor Comparison Chart.docx](#)

PHASE 1		
FGP/SCP/RSVP as SCP	RSVP	Action/Documents to Complete
<input type="checkbox"/>	<input type="checkbox"/>	ACS Program Eligibility Form.docx –Coordinator verified seeing Driver License/ID
<input type="checkbox"/> (n/a for RSVP as SCP)	n/a	FGP-SCP Income Eligibility Form.docx
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Criminal History Disclosures
<input type="checkbox"/> Email ALL Phase 1 documents to Prg. Coord., Sr. for processing.		
Coordinator receives notification to move to Phase 2.		
Note 1: Sex offender check is completed by Prg. Coord., Sr. for FGP, SCP & RSVP as SCP ONLY . Not required for RSVP.		
Note 2: Phase 2 is contingent upon cleared ACheck Background Check results. – <i>if applicable</i>		

PHASE 2		
FGP/SCP/RSVP as SCP	RSVP	Action/Documents to Complete
<input type="checkbox"/>	<input type="checkbox"/>	ACS Enrollment Form.docx – <i>RSVP Coordinator</i> may complete this form in Phase 1
<input type="checkbox"/>	n/a	Volunteer Narrative Reference Form.docx – 2 references
<input type="checkbox"/>	n/a	Vendor-Authorization 8.2019.pdf
	n/a	Vendor Direct Deposit Form - Revised8-21-2019.pdf – <i>recommended</i>
<input type="checkbox"/>	n/a	Voided Check or Direct Deposit Authorization from Bank – <i>if applicable</i>
<input type="checkbox"/>	n/a	Volunteer Completes Truescreen Process
<input type="checkbox"/>	n/a	Volunteer Completes Fieldprint Process
<input type="checkbox"/>	n/a	NAU Fingerprint Cards (2) <i>or</i> NAU HR Appointment: date – <i>appt. must be requested by staff</i>
<input type="checkbox"/>	<input type="checkbox"/>	Add applicant to OnCorps. – <i>complete all sections except Vendor ID, Service Start Date, and Volunteer Checklist Section</i>
<input type="checkbox"/> Email ALL Phase 2 documents to Prg. Coord, Sr for processing.		
<input type="checkbox"/> Mail asap NAU Fingerprint Cards (2) to CSV-Flag office for processing. No copies/scans needed. Attn: Macy Taylor – <i>N/A RSVP</i>		
Coordinator receives notification to move to Phase 3 to start training .		

PHASE 3		
FGP/SCP/RSVP as SCP	RSVP	Action/Documents to Complete
<input type="checkbox"/>	<input type="checkbox"/> <i>or</i> <input type="checkbox"/> n/a	Training Log – Pre-Service Training Logs and Orientation Documents
<input type="checkbox"/>	<input type="checkbox"/>	Photo of applicant – <i>for OnCorps and name badge</i>
<input type="checkbox"/>	<input type="checkbox"/>	Confidentiality Policy.docx
<input type="checkbox"/>	<input type="checkbox"/>	Photo Release Form.docx
<input type="checkbox"/>	<input type="checkbox"/>	Volunteer Policy Manual Agreement
<input type="checkbox"/>	<input type="checkbox"/>	AC-ACS-SRS-Guide-and-PwrPt-Trainng-Slides-Acknowlegment.docx
<input type="checkbox"/>	n/a	Defensive Driver Acknowledgement – <i>applicable to SCP & RSVP as SCP</i>
<input type="checkbox"/>	n/a	Tool-SCP Volunteer Biography.docx – <i>optional</i>
<input type="checkbox"/>	n/a	Volunteer Referral Incentive Form.pdf – <i>if applicable</i>
<input type="checkbox"/> Email Phase 3 documents to Prg. Coordinator, Sr. for processing.		
<input type="checkbox"/> Mail as a packet, original docs. from ALL phases to CSV-Flagstaff office for filing, ATTN Macy Taylor		
Coordinator receives notification volunteer is approved for Direct Service Hours .		

Prg. Coord. will be notified of NAU HR Fingerprint results. –*Immediate action taken if results show record.*
If you need handbooks, policy manuals or timesheets email Program Coordinator, Sr.

ACS New Volunteer Application Checklist for Admin Services

FGP/SCP
RSVP as
SCP

RSVP

Phase 1

12/7/21		Route Program and Income Eligibility (if applicable) Forms to Program Manager for review and signature. Signed date: 12/7/21
n/a		Initiate a General HR Inquiry via Service Team for an A-Check Global Background Check – <i>if there is a disclosure</i>
n/a		NAU HR Results received – <i>if applicable. If disclosure, Program Manager will make hiring determination.</i> <i>Applicant moving to the rest of Phase 1 & Phases 2/3 is contingent upon A-Check Global Background Check results.</i>
12/7/22	n/a	Initiate Rapid Report for Truescreen + NSOPW background check
12/7/22		Email Coordinator applicant can move to phase 2 . Include Truescreen & Fieldprint Code & Guide details.
<input checked="" type="checkbox"/>	n/a	Create HR Memo w/speedchart info for NAU HR. Save here: Volunteer HR Memos

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Phase 2

3/31/22		Route Enrollment Form to Program Manager for review and signature. Signed date: 3/31/22
3/16/22	n/a	Truescreen (TS) – Verify ID in TS System and adjudicate results. Add Adjudication & Results to digital file.
2/25/22	n/a	Fieldprint (FP) – Adjudicate results. Add Adjudicated Results to digital file.
date	n/a	Email Vendor Authorization & AP Exception Forms to nau-purchasing@nau.edu (Net00 Immediate Pay Terms). Redact SSN after emailing.
date	n/a	Email Direct Deposit Form and supporting document to nau-purchasing@nau.edu – <i>if selected</i>
date submitted	n/a	Maddi or Student Worker will: 1. Label cards #1 & #2 (if 2 cards received). 2. Send 1 card with HR Memo to NAU HR and place 2nd card in fingerprint cards folder (in case 1st prints are ineligible). – <i>Once cleared HR results are received, remaining cards will be shredded.</i>
<input type="checkbox"/>		Date ACheck Background Check initiated, Date ACheck Background Results received, TS Initiated Date, TS & FP Adjudication Dates, TS Case #, FP TCN, Date NAU HR prints submitted, & Approved Training Start Date (day after TS&FP Adjudications) – <i>as applicable to program</i> <input type="checkbox"/> Added to Volunteer File Audit Checklist <input type="checkbox"/> Added to OnCorps Volunteer Checklist Section
<input type="checkbox"/>		Create volunteer’s User ID and Password
3/16/22		Email coordinator applicant can start training . Include volunteer’s User ID and Pass – <i>NAU HR Fingerprint Card must be submitted first & training can begin day after TS/FP adjudications are completed.</i>
3/16/22	n/a	Add volunteer to Coordinator Stipend spreadsheet. – <i>Darken DS column until Pre-Service Training Log is complete & signed.</i>
date	n/a	Add volunteer to Totals Tab in Area Master
<input checked="" type="checkbox"/>		TS & FP Adjudication Dates, TS Case #, FP TCN, Date NAU HR prints submitted, & Approved Training Start Date (day after TS&FP Adjudications) – <i>as applicable to program</i> <input type="checkbox"/> Added to Volunteer File Audit Checklist <input type="checkbox"/> Added to OnCorps Volunteer Checklist Section

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Phase 3

date		Route Pre-Service Training Log for Program Manager’s signature. – <i>if applicable. Must be signed before next step.</i> Signed date:
<input type="checkbox"/>		Add Volunteer Referral Incentive to Volunteer Incentive Tracker. – <i>if applicable, \$25 awarded to referring volunteer after new vol. serves 3 consecutive months.</i>
date		Ensure all documents have been received, then email Coordinator volunteer can start earning Direct Service hours .
date mailed		Make and mail badge with Welcome Letter. Maddi or Student Worker will complete.
<input type="checkbox"/>		Undarkened DS Column in Coordinator Stipend spreadsheet.
<input type="checkbox"/>		Add to OnCorps: Vendor ID, Service Start Date (1st day of training), Change Status, & Upload Picture .
date	n/a	Add NAU HR Fingerprint results & date to Volunteer File Audit Checklist & OnCorps, Add to Digital File, & Email Coordinator results.
<input type="checkbox"/>		Add volunteer to Call Loop.
<input type="checkbox"/>		Add volunteer’s email to MailChimp. – <i>if applicable</i>
date		Process Reimbursement for Fingerprint Cards. – <i>if applicable. Preferably, Prg. Coordinators should use their fingerprint kits or NAU HR.</i>
<input type="checkbox"/>		Ensure all documents are included in Volunteer Digital File.
<input type="checkbox"/>		Move Volunteer Digital File from “In Process” to “Approved for Direct Service” folder in SharePoint.
<input type="checkbox"/>		Assemble Volunteer Paper File. Use available originals, print needed documents. Docs with all signatures will be considered originals. Shred incomplete or duplicate docs. Student Worker will complete this step.

