Volunteer Screening Flow Chart

1. Potential Volunteer fills out interest form AND attends 1st meeting
   After attending 1st meeting: Are you interested and able to make weekly meetings and service times?

   YES:
   2. Fill out Volunteer Application and give to a Y.E.S. staff member (Director, PC, Office Manager, Front Desk Staff, Coordinator). Note: Please attach a copy of your schedule, outlining your availability. Y.E.S. can provide a blank schedule if you need one.

   3. Interview with program director. Someone will contact you with interview date and time based on your availability.

   4. Reference check: After providing references on your Application, check frequently with your director to verify that references have been contacted. If your references are hard to reach, you may need to provide additional contacts. Completing reference checks in a timely manner will help you begin volunteering sooner!
   (Please have references call (707) 826-4965 as a call-back number so that Y.E.S. staff can take the reference for you if your director is not here to do it.)

   5. Fill out Online Contract and Release of Liability (Visit: yes.humboldt.edu)
   Note: forms can be found under the Contracts > Semester Volunteer Opportunities section located on the bottom right side of the Y.E.S. homepage.

   6. See Liz for Live Scan Form and Defensive Driver Information (needed in order to drive for your program). Take Live Scan form to UPD. Live Scans are performed at UPD Mon-Fri 9:30-3:30

   7. If your program requires a TB Test (typically all school sites require this), you will need to go to the Health Center to complete this final screening step. Tests are given Tues/Wed 10-12 & 1-3
   TB test results may take a few days-1 week. Get started ASAP on TB testing so you can begin volunteering sooner!

NO:

   Research and join another Y.E.S. semester-long program. Be sure to attend the new program meeting asap!

   Or…try drop-in volunteering with Y.E.S. that requires less commitment (knitting or VOP).
   Important note: If you enrolled in the Y.E.S. 1-unit class, don’t forget to complete a petition of the student form if you wish to late-drop the course.

   If volunteering with Y.E.S. doesn’t work for you this semester, please consider joining us in the future!!