

Volunteer Background Check Policy

Overview:

LOV Dane operates through the commitment of many volunteers, both internal and external to the LOV Dane family. The safety and wellbeing of LOV members is paramount to successful community integration. Screening volunteers to ensure a safe environment is both necessary and prudent for continued success.

The Background Check Policy pertains to volunteers within the LOV Dane organization and does not include volunteers who are part of community organizations that LOV Dane may partner with. LOV Dane, as an organization, will research and publish partner organizations' volunteer policies but will assume no liability on that organization's behalf.

LOV Dane does not provide or organize transportation for its members. Members and their representatives may elect to car pool to and from LOV events and are responsible for their own safety.

Volunteer background checks may be performed by LOV paid staff, board members, or an organizational support volunteer who has been authorized by either LOV Organizers or LOV Board. Background check information is confidential and will be stored, either electronically or in paper form, in a secured site. Volunteers have a right to review and discuss their own information with Organizer Staff or the LOV Board.

Additional or alternate policies may be developed for specific LOV Dane projects or groups. These project specific policies must be approved by the Board prior to implementation.

Volunteer Categories and Levels:

LOV volunteers consist of two categories that are broken into levels, based on the amount of contact with LOV members and/or responsibilities within the category. LOV categorizes volunteers as those working directly with members or those providing organizational support, such as computer services, general office, financial records, serving on work group committees or representing LOV Dane in Community settings.

Direct support volunteers are broken into three levels; Leadership, Assistant and Event Volunteers.

Leadership Volunteers are responsible for organizing and leading LOV participant groups that are not directly supported by LOV paid staff. Leadership Volunteers have direct, unsupervised contact with LOV members and may assist LOV members with money handling, but do not have direct responsibilities for members' money. Leadership Volunteers must not be on the Wisconsin Department of Corrections (WISDOC) Sex Offender Registry, or have a record of violent crimes or crimes against vulnerable populations. Names are checked using Wisconsin Court System Circuit Court Access Simple Case Search (CCAP). Additionally, volunteers who are new residents to the State of Wisconsin may be checked in their previous state of residence.

Assistant Volunteers aid Leadership Volunteers with groups that are not directly supported by LOV paid staff. Assistants have direct contact with LOV members but work under supervision of the Group

Leader. They may assist members with money, but do not have direct responsibility for the members' money. Assistant Volunteers must not be on the WISDOC Sex Offender Registry or have committed a violent crime or crimes against vulnerable populations as recorded in CCAP.

Event Volunteers are individuals who agree to help at LOV Dane sponsored events that are organized and led by LOV Dane paid staff. These individuals perform such duties as set up, take down, greeting, organizing games and craft activities at these events. Event volunteers do not have unsupervised contact with LOV members and are not responsible for handling members' money. No background checks are performed by LOV Dane on Event Volunteers.

Organizational support volunteers are broken into levels based on duties performed or positions held; Board Members, organizational leadership such as work group members, external representatives - those who may speak or attend meetings on behalf of LOV Dane, financial support involving handling cash and or checks, inputting or processing records containing sensitive member information, and general support involving LOV information not directly related to members or finance.

LOV Board Members have access to sensitive member, volunteer, financial, and operational information. Board Members must not be on the WISDOC Sex Offender Registry, have not committed violent crimes, crimes against vulnerable populations, or have been involved in crimes where substantial amounts of money has been involved. LOV Officers who have direct access to LOV finances are to be bonded.

Organizational leadership and external representatives, while they may not have direct contact with LOV members, are often the face of LOV Dane. As such, these individuals must not be on the WISDOC Sex Offender Registry and have no record of violent crimes, or crimes against vulnerable populations. Additional criteria may be checked at the Board's discretion.

Financial support volunteers are responsible for setting up and inputting payment and expense information into LOV's accounting system, and may be responsible for depositing monies and managing Petty Cash. Financial Support volunteers must not have been involved in crimes involving money or fraud, may be subject to a credit score check, and may be bonded, depending on the amount of money that is handled on a regular basis.

Volunteers that have access to sensitive Member information, including but not limited to member contact information, must not be on the WISDOC Sex Offender Registry and may not have committed violent crimes, crimes against vulnerable populations, or crimes involving fraud.

General Office Support volunteers have access to information about LOV Dane as an organization, and may perform maintenance duties on LOV's web site or Facebook Page. LOV Dane does not perform background checks on General Office Support volunteers.