



**VOLUNTEER
CHECKLIST OF
ITEMS TO COMPLETE**

 Completed Volunteer Application

 Completed Volunteer Agreement

 Completed Adult Risk Waiver or
Youth Risk Waiver, as applicable

 Completed Background Consent,
including:

- Social Security #
- Date of Birth

 Motor Vehicle Screen Consent, if
applicable

 Completed Annual Sexual Harassment
Prevention Training
Date: _____

FOR HR USE:

 Created Volunteer File

 Received all Completed Forms

 Added to the tracking log

 Completed Background Screen,
date: _____

 Completed MV Check,
date _____

➤ Please go to the Cornell Cooperative Extension of Suffolk County website
@: <http://ccesuffolk.org/jobs>

- Scroll down and to the right until you see “**Volunteer Forms**”
- Please print the following forms listed under “**Volunteer Forms**” and fill them out.
 - CCE Suffolk Volunteer Application
 - Volunteer Agreement, that includes the Code of Conduct (must also be filled out every year)
 - Adult Risk Waiver (must also be filled out every year) or
 - Youth Risk Waiver to be filled out by the parent or guardian of anyone under the age of 18 (must also be filled out every year)
 - Background check consent form (**only fill out and return the form**, not whole document, rest of information is for your reference)
 - Any volunteer that will be volunteering more than one day, must have a background screen.
 - PLEASE NOTE: BIRTH DATE AND SOCIAL SECURITY NUMBER is required in order to run the background screen.
 - There will only be two screens that we run: First Advantage National Criminal File Plus and Department of Justice National Sex Offender
 - Background Screens will be run every three years
 - All information is treated with the utmost confidentiality and is retained in a locked file cabinet.
 - Motor Vehicle Consent form – **Only** to be completed, if driving on behalf of CCE business and/or transporting youth or vulnerable populations.
 - If applicable, Motor Vehicle screens will be run every three years.
 - New York State requires that all volunteers complete the approved Sexual Harassment Prevention training on an annual basis. For more information please go to:
<http://blogs.cornell.edu/ccevolunteertraining/required-training>
- Please completely fill out the paperwork and be sure to add the specific program that you will be volunteering with on the Application.
- **All forms must be completed before you begin to volunteer with CCE Suffolk.**

Thank you for volunteering your time and helping us support our Mission!
Please direct questions to the coordinator of your project.