

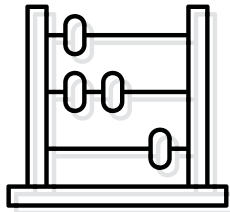
# THINK TOGETHER VOLUNTEERS

## Process for All

### 1 Daily Volunteers (18 years and older)

- Complete the online application: <https://thinktogether.org/school-volunteer/>
- Family and Community Engagement Coordinator will contact the potential volunteer.
- Family and Community Engagement Coordinator will contact Associate Directors and Site Program Manager about a potential volunteer placement.
- Schedule and clear a background check via a live scan for volunteer.
- Submit proof of negative TB, taken within the last 36 months.
- Complete Volunteer Orientation and Abuse Awareness Training (will be counted towards volunteer hours).
- Complete Volunteer On-Site Orientation Form with Site Program Manager.
- Volunteer will sign in and out on the Volunteer Sign-in Sheet.
- Site Program Manager submits hour log to Family and Community Engagement Coordinator on the 15th and last day of the month.

**Volunteers wishing to serve in a high school program must be at least 22 years old.**



### 2 One-Day Adult Volunteers (Volunteering for One Visit)

- Complete and sign the One-Day Volunteer Waiver.
- One-Day Volunteers must submit form one week prior to volunteer date.
- Complete Volunteer On-Site Orientation Form with Site Program Managers.
- Sign in and out on the Volunteer Sign-in Sheet.
- Submit One-Day Volunteer Sign-in Sheet to Family and Community Engagement Coordinator on the 15th and last day of the month.

### 3 Youth Volunteers (14- 17 years)

- Contact FACE@thinktogether.org if interested in volunteering.
- Family and Community Engagement Coordinator will contact the potential volunteer.
- Family and Community Engagement Coordinator will contact Associate Directors and Site Program Manager about a potential Youth Volunteer placement.
- Site Program Managers will provide Youth Volunteer with Parent Permission Form.
- Site Program Managers will submit completed form to Family and Community Engagement Coordinator.
- Family and Community Engagement Coordinator will confirm that the form has been received and Youth Volunteer has clearance to start.
- Site Program Managers will provide On-Site Orientation Form to Youth Volunteers.
- Youth Volunteer will track volunteer hours on hour log.
- Site Program Managers submits hour log to Family and Community Engagement Coordinator on the 15th and last day of the month.

**Youth Volunteers are permitted to volunteer only in elementary programs serving grades K-3.**



Contact us at [FACE@thinktogether.org](mailto:FACE@thinktogether.org)  
for questions or inquiries about volunteering