

# DeKalb Community Unit District 428

## V.O.I.C.E.S. INTEGRATION PROCESS

### New Volunteers

- I. **Web-based Application Link** - [http://www.assess.biz/survey\\_form.asp?m=571&s=2137](http://www.assess.biz/survey_form.asp?m=571&s=2137). Our new volunteers will be recruited in a number of ways. The first step in this process will be for the volunteer to complete the **V.O.I.C.E.S.** application using the above link.
- II. The Stearnes Group will access the web-based application data on a weekly basis and forward all the new applications from the prior week to the district community relations liaison, Russ Fletcher. The district community relations liaison representative notifies the new volunteer receipt of application within 48 hours.
- III. Russ Fletcher, community relations liaison, completes required background check depending on volunteer activities. Any volunteer that will be working one-on-one independently with a student is required to complete a full background check. All new volunteers' backgrounds will be searched utilizing the Illinois SOR database. Failed background checks will be handled at the district level. Based on how the volunteer request was received, appropriate parties will be notified.
- IV. Russ Fletcher, community relations liaison, will make the initial contact with new volunteers either by phone or email when available. The message delivered will acknowledge receipt of their application and volunteer interests.
- V. The new volunteer information is highlighted for easy identification and added to the V.O.I.C.E.S. Master Database and forwarded to our volunteer coordinators by the community relations liaison on a weekly basis.

### Matching Volunteers

- VI. **Volunteer Needs Link** - [http://www.assess.biz/survey\\_form.asp?m=571&s=2189](http://www.assess.biz/survey_form.asp?m=571&s=2189). The Principals in each school will designate a volunteer coordinator for their building. That person will be responsible for determining volunteer needs from the faculty and communicating those needs on a regular basis using the volunteer needs link above.
- VII. The Stearnes Group will access the volunteer needs data from the above link on a weekly basis and forward all the new requests from the prior week to the district community relations liaison office.
- VIII. The district community relations liaison office will manage the Master Volunteer Database. They will match volunteers based on requests made by district schools as outlined above.
- IX. The designated building volunteer coordinator will be responsible for communicating volunteer expectations and behaviors in the building. The building coordinator should make sure to communicate information such as when and where to check in before volunteer activities, who to contact if late or unable to volunteer, etc.

## **Tracking/Reporting Volunteer Activities**

- X. **Volunteer Hours Link** - [http://www.assess.biz/survey\\_form.asp?m=571&s=2279](http://www.assess.biz/survey_form.asp?m=571&s=2279) The building volunteer coordinators will report volunteer hours utilizing the link above no later than the 5<sup>th</sup> day of each month. Russ Fletcher, community relations liaison, will send out a reminder message the first day of each month.
- XI. The Stearnes Group will access the volunteer hours data on a monthly basis and submit a volunteer hours report to Russ Fletcher, community relations liaison, for distribution to the appropriate parties.