



*AYS enriches the learning and well-being of children
in a safe, caring and fun environment outside of the school day.*

AYS, Inc. Volunteer Requirements/Policy

The following requirements apply to individuals working at AYS program sites who do not receive financial compensation (volunteers). Individuals visiting an AYS program site for a short, one-time presentation are not considered volunteers.

Before volunteering, all volunteers must:

- Be at least 14 years old
- Submit a volunteer application either online or via hard copy
- Submit the results of a TB (Tuberculosis) test *each year*
- Submit a physical or statement from a qualified health representative validating “healthy status” to be around children
- Have a 10-digit fingerprint criminal background check conducted (for volunteers 18 years old and older)- These checks must be done by going to the Indiana State Police Headquarters located at the Indiana Government Center North, 100 N. Senate Avenue. The cost is \$44.
- Complete a First Aid course *each year*- Volunteers may take an American Heart Association First Aid course through AYS at no cost.

Volunteers who will work at a program site for eight hours per month or more must:

- Submit the results of a five-panel drug screen- All Drug Screen results **MUST** be certified by a Medical Review Officer (MRO).

The attached form may be used at Community Hospital Occupational Health Services locations to obtain TB tests and drug screens. The cost of the TB test through Community is \$15. The cost of the drug screen through Community is \$45. By using this form, results will be submitted directly to AYS by Community. If a volunteer obtains these tests through another provider, they are responsible for submitting the results to AYS’ volunteer coordinator.

Volunteers are responsible for the cost of these tests/screens.

Volunteers will never be left alone with a child or group of children. Volunteers are not counted as part of the staff to child ratio at a program site. Copies of all volunteer requirements must be on file at AYS’ main office in the volunteer coordinator’s office. Program directors are responsible for submitting Volunteer Time Sheets for each volunteer at their site to the volunteer coordinator.

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