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Next Review Date: 4/2023  
Last Reviewed: 4/2018  
Review Responsibility: Director of Volunteers

## **VOLUNTEERS AND MENTORS HANDBOOK**

**NO.: 7E**

**SUBJECT: RULES AND RESPONSIBILITIES  
FOR VOLUNTEERS/MENTORS**

**Approved by: Director of Volunteers**

**Effective Date: June 8, 2009**

**Date(s) of Revision: Feb 12, 2010; Aug 23, 2010; Mar 14, 2011; May 27, 2011; Apr 17, 2018**

**Responsible for Implementation: Volunteers Department, Volunteers and Mentors**

**Policy: Franklin County Children Services values volunteers and mentors and their contributions to supporting our vision and mission. There are many rules and responsibilities that govern volunteer work that must be adhered to at all times.**

### **1) Volunteer/Mentor Vehicles**

- a) Volunteers/mentors are required to have state minimum level of car insurance and to have a valid driver's license.**
- b) If a volunteer/mentor's license is revoked and/or he/she no longer has the state minimum level of car insurance, their volunteer coordinator/program director should be notified immediately.**
- c) Volunteers/mentors are required to notify their volunteer coordinator/program director of any new motor vehicle charges.**
- d) Volunteers/mentors are to adhere to car seat laws; if there are questions regarding those laws they should be directed to Volunteer Department staff. If needed, volunteers/mentors will be provided car seats.**

### **2) Notifications**

- a) Volunteers/mentors are required to notify their volunteer coordinator/program director of any changes to their living situation. This includes but is not limited to: changes in persons residing in**

the home, changes in residence, addition of fire arms to the residence or known changes to the criminal history of anyone residing in the home.

- b) **Volunteers/mentors are required to notify their volunteer coordinator/program director of any new motor vehicle charges.**
- c) **As required by law, every volunteer must report any criminal charge brought against them to their volunteer coordinator within 24 hours of the infraction. Failure to notify shall result in immediate dismissal.**
- d) **If the charges result in a conviction, the volunteer shall notify their volunteer coordinator/program director within twenty-four hours of the conviction. Failure to notify volunteer coordinator/program director of any conviction of any criminal offense shall result in the immediate dismissal of the volunteer or college intern from the agency. All volunteers and mentors will have fingerprint results on file at FCCS that are current within two years of the last check.**
- e) **Any suspected abuse and/or neglect needs to be reported as required by law if, by nature of your profession, you are a Mandated Reporter. For non-mandated reporters, please report any suspected or known abuse and/or neglect immediately to the assigned volunteer coordinator. If it is after hours or on weekends, please call our intake department at (614) 229-7000. Any other concerns and issues need to be brought to your coordinator's attention as soon as possible.**
- f) **Volunteers/mentors are to keep their volunteer coordinators/program directors apprised of their volunteer experience and any concerns or successes that occur. Volunteer coordinators/program directors will contact their volunteers/mentors monthly for the first six months and every other month after the first six months. It is expected that volunteers/mentors respond to these contacts so their journey can be supported and enriched by agency staff.**

### **3) Activities with Mentees**

- a) **Volunteers/mentors who are matched with youth (mentees) are required to see their mentee two times a month for a minimum of six months or until the relationship comes to an end.**
- b) **No physical discipline is allowed. For more information on discipline see Volunteer and Mentor Handbook policy [7B Discipline](#).**
- c) **All overnights must be reviewed and approved before they can occur by the Volunteer Department. For details, please refer to Volunteer and Mentor Handbook policy [5F Overnight Visitation](#).**
- d) **A travel letter is needed when traveling 50 miles or more outside of Franklin County.**
- e) **Never sign for medical treatment or any other consent forms.**
- f) **Never attend a court hearing unless subpoenaed.**  
**Volunteers/mentors should inform their volunteer coordinator/program director if a subpoena is received.**
- g) **No activities involving weapons are to occur when volunteers/mentors are with their mentees.**
- h) **Always have written permission from the parent or guardian if a mentee's siblings are attending an outing.**
- i) **Volunteers/mentors are expected to supervise and to be present with the child with whom they are matched. The youth is not allowed to be alone with anyone who is not officially screened and approved as a Children Services' volunteer.**