All direct service providers must write a procedure for documenting and tracking requirements for volunteers that includes staff responsible and a timeline for completing the following:

**ALL VOLUNTEERS:**
- Monitoring the provider’s volunteer list to determine if volunteers are volunteering 20 or more hours a month; and,
- Entering volunteer names into the ChildPlus database.

**REGULAR VOLUNTEERS:** (individuals who volunteer 20 or more hours a month)
- Requesting and obtaining the TB test/screening within 30 days of start;
- Requesting and obtaining the criminal background check; and,
- Entering volunteer names, criminal background check, and TB test/screening date into the ChildPlus database.

Direct service providers are to include additional procedure requirements for volunteers as determined by their community agency or school district.