

Pacific Crest Youth Arts Organization

Procedure for Hiring Volunteers

Board of Directors

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I. INTRODUCTION

Pacific Crest Youth Arts Organization (PCYAO) is a non-profit corporation organized under the laws of the State of California. The goal of this Procedure for Hiring Volunteers is to uniformly treat prospective volunteers with full disclosure.

A volunteer is an unpaid individual who freely offers their services to PCYAO without any expectation of receiving pay, compensation or other benefits (including future positions at PCYAO) in order to support the activities and mission of PCYAO and/or gain experience in specific endeavors.

PCYAO recognizes individuals who volunteer and donate their time and services as significant members of the Pacific Crest family. These volunteers play a valuable role in advancing the organization's mission.

PCYAO will not employ an individual under the age of 22 as a Touring Volunteer (See *Section II. Definitions*).

II. DEFINITIONS

1. **New Volunteer:** an individual who has not volunteered for PCYAO in the most recent 12-month period prior to their application.
2. **Current Volunteer:** an individual who has volunteered for PCYAO within the most recent 12-month period.
3. **Touring Volunteer:** an individual (New Volunteer or Current Volunteer) who plans to tour with Pacific Crest Drum and Bugle Corps for a period of two (2) or more consecutive days.

III. HIRING PROCESS FOR NEW VOLUNTEERS

This section applies to applicants who do not plan to tour with Pacific Crest Drum and Bugle Corps. These may be individuals who work at a rehearsal camp, staff an event, or fill a similar ad hoc need.

1. Confirm that the applicant has submitted the Volunteer Hold Harmless and Indemnity Agreement.
2. If needed, confirm the existence of a Contact Record in Salesforce as well as a Participation Record identifying the year and role of the volunteer.
3. Send Volunteer Hold Harmless and Indemnity Agreement to Operations Manager, and a copy to the Main Office for filing in a secure file tote.

IV. CURRENT VOLUNTEERS

Current Volunteers do not have to complete a Volunteer Hold Harmless and Indemnity Agreement if the organization has a current form on file.

If a Current Volunteer wishes to work as a Touring Volunteer and has not worked in that capacity before, see Section V.

V. HIRING PROCESS FOR TOURING VOLUNTEERS

This section applies to all volunteers (New and Current), who plan to tour with Pacific Crest Drum and Bugle Corps for two (2) or more consecutive days.

1. Confirm that the applicant has submitted all appropriate forms. (NOTE: If a former volunteer is defined as a New Volunteer per *Section II. Definitions*, these forms must be submitted again.)
 - A. Volunteer Hold Harmless and Indemnity Agreement
 - B. Criminal Background Check Authorization
 - C. Volunteer Medical History and Release Form
 - D. Emergency Medical Authorization
2. Send the applicant a copy of the Pacific Crest Youth Arts Organization Volunteer Handbook.
3. Applicant will also be directed to view the online Pacific Crest Volunteer Orientation.
4. A background check is performed using IntelliCorp Records, Inc, 3000 Auburn Dr., Suite 410, Beachwood, OH, 888-946-8355, (www.intellicorp.net). If the background check shows a criminal record for violent and/or sex crimes, the prospect will not be hired. Other criminal records may impact the prospect's hiring based on their role with Pacific Crest.
5. Confirm that a contact record exists in Salesforce and a Participation Record is created identifying the role of the volunteer, if necessary.
6. All hiring forms are sent to the Operations Manager, and copies sent to the Office Manager, for filing in a secure file tote.