

Policy:

## **Volunteer Eligibility and Screening**

Approved On: March 2009. Updated: July 2013. Updated: July 2015. Revised: June 2018.  
Reviewed: July 2019. Reviewed: July 2023.

### Purpose

To establish criteria for volunteer eligibility to ensure the safety of students.

### Policy

It is the policy of TeamMates Mentoring Program that each volunteer completes the application and screening process. Screening is the process through which an applicant's credentials are reviewed for determining eligibility for TeamMates Mentoring Program.

All volunteers must meet TeamMates' criteria for eligibility before volunteering with TeamMates. It is the policy of TeamMates Mentoring Program that volunteers meet the following criteria:

- Be at least 18 years of age and out of high school.
- Are citizens of the United States or have proper visa documentation.
- Demonstrate a desire to participate in the program and abide by TeamMates Mentoring Program's guidelines, procedures, and policies.

#### Reference Checks:

- All TeamMates employees and volunteers (Mentors, Board Members, and Coordinators) must have three completed references before beginning involvement with TeamMates Mentoring Program.
- All reference checks will be processed by the National Office.

#### Background Checks:

- Before they begin their employment or volunteer work and every three years thereafter, all TeamMates employees and volunteers (Mentors, Board Members, and Coordinators) must have a completed background check that meets the criteria outlined in the Volunteer Eligibility Requirements.
- All background checks must be processed and approved by the TeamMates National Office.

## **Volunteer Eligibility Criteria: Arrest/Criminal Records** Revised 07/2019

### *Ideal/Acceptable*

No criminal record on file

### *Not Eligible to Mentor if applicant has:*

- An open warrant for a felony
- Any felony convictions for a crime involving violence, terroristic threats, weapons, sexual offenses, crimes against nature or any felony relating to the welfare of a child.
- A misdemeanor conviction relating to the welfare of a child in last 10 years

- A record of child abuse or neglect
- A conviction for which the volunteer has not yet completed court ordered disposition
- Still on probation
- Unfinished community service
- Unpaid fines
- A Driving Under the Influence conviction in the last 3 years
- More than one charge of Driving Under the Influence. May be eligible if there have been no substance-related charges in the last 5 years.

*Offenses reviewed on an individual basis that may require an explanation to determine mentor eligibility*

- A police record indicating a minor misdemeanor offense or infraction offense, including an open warrant for a minor misdemeanor offense.
- Any felony charge under 5 years ago
- More than one charge of Driving Under the Influence. May be eligible if there have been no substance-related charges in the last 5 years.
- More than one conviction of driving under suspension or driving without a license or insurance.
- Driving Under the Influence over 3 years ago
- More than one charge of Driving Under the Influence if both charges are over 5 years old.
- More than one Non-driving substance-related offense over 3 years old
- One substance-related charge in the last 3 years
- A serious misdemeanor conviction if the incident occurred more than 5 years ago. Including:
  - Fighting
  - Weapons
  - Drugs
- Obstruction of justice in any way, including:
  - Obstruct officer
  - Obstruct law
  - Resist Arrest
- Theft of any kind, including:
  - Theft by deception
  - Theft of services
  - Theft by unlawful taking
  - Shoplifting
- Any other misdemeanor conviction that constitutes moral turpitude:
  - Possession or use of drugs or drug paraphernalia
  - Public intoxication
- Motor vehicle offenses including:
  - A consistent pattern of violations in the past, but license not currently suspended or revoked
  - Consistent convictions of no insurance or no proof of financial responsibility