



Philadelphia Alumnae Chapter

Delta Sigma Theta Sorority, Inc.

Dr. Penny Sparks Nixon, *President*



VOLUNTEER CANDIDATE SCREENING PROCEDURES

(NOTE: Step #1, below, **MUST** be conducted every 3 years)

- **STEP #1 - BACKGROUND CHECK:** Must be completed by all Youth Volunteers

Go to Philadelphia Alumnae, Website: phillyalumnae-dst.org

Steps to Access Background Check Company (InfoMart)

- 1) Click on Programs & Committee Tab
 - 2) Click on Risk Management
 - 3) Click Request Clearances via InfoMart (*Social Security Number, Driver's License & Fee Required*)
 - 4) Before you leave the site check box to "**Request Copy of Your Final Report**". *Submit a copy of your clearance to the PAC Risk Management Chapter Coordinators upon receipt.*
- **STEP #2 - SCREENING REQUIREMENTS:** By Volunteer and Risk Management Committee
 - Youth Initiative Volunteer Application (*Completed by Volunteer*)
 - Assessment Summary (*Risk Management*)
 - Personal 1:1 Interview (*Risk Management Interviews Volunteer*)
 - 2 Personal References (*Risk Management Interviews References*)
 - 2 Professional References (*Risk Management Interviews References*)
 - Copy of Driver's License or State Issued ID (*Submitted by Volunteer*)
 - **STEP #3 – COMPLETION OF REQUIREMENTS:** By Risk Management Committee
 - Confidential Candidate File Maintained by Chapter Coordinators
 - Conditional Acceptance Determined
 - Final Decision Letter – Volunteer Acceptance Letter or Rejection Letter from Chapter President

ANNUAL VOLUNTEER CANDIDATE REQUIREMENTS

NOTE: *Must be conducted annually (every year)*

- Attend Philadelphia Alumnae Chapter Risk Management Training Session
- Complete & Sign Confirmation of Youth Volunteer Status Form (**Appendix A11**)
- Complete Information Update Section on **Appendix A11**, if applicable

Philadelphia Alumnae Chapter Risk Management Tri-Chair Chapter Coordinators

Dr. Cordella Malloy Cue Lori Savage Simmons Angela "Bonnie" DiRidolfo-Nicholson

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