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**

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