

FORM 10: **Although county identification can be added to this form, the content that follows should not be changed.**

MSU Extension County/Unit Volunteer Selection Process Audit Form

Annually, the lead staff person(s) in charge of MSU Extension programs (that use volunteers who deal directly with youth or populations with special needs) should complete this audit with their supervisor. Upon completion of this audit, the completed checklist should be kept on file in the county Extension office.

Paperwork, Records and Confidentiality

All applicant information (including why they are accepted or rejected as volunteers with MSU Extension) is kept confidential to the extent permitted by the law. Only the MSU Extension staff and selection committee, if used, will be involved in discussion about applicants. Discussions must not include the criminal history check. All paperwork should be completed and kept on file in accordance with the MSU Extension Volunteer Selection Process.

☐ Each volunteer has a clearly labeled individual file that contains:

- ☐ Prospective MSU Extension Volunteer Staff Action Form
- ☐ MSU Extension Volunteer Application Form
- ☐ MSU Extension Criminal History Check Permission Form
- ☐ MSU Extension Volunteer Telephone and /or Mail Reference Forms
- ☐ Interview Report of MSU Extension Volunteer Applicant Form
- ☐ MSU Extension Staff and Volunteer Agreement and Code of Conduct Form
- ☐ Criminal history check result in sealed envelope marked confidential or MSU Extension Volunteer Applicant Certified Through Other Agencies Form
- ☐ Any other official correspondence related to MSU Extension volunteer role

☐ Sex Offender Registry Check Completion Form is done twice yearly.

☐ Files are kept in a locked file cabinet.

☐ Files of MSU Extension volunteers are kept three years past last date of active involvement.

☐ Files of MSU Extension volunteer applicants who were not accepted or MSU Extension volunteers who were dismissed are kept indefinitely.

Program Staff Signature

Date

Supervisor Signature

Date

MSU is an affirmative action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.