



Today's world presents many challenges to organizations which rely on volunteers to accomplish their mission. Those organizations that work with vulnerable populations must be especially vigilant in protecting those whom they serve. Non-profit and Human Service organizations throughout the country, are faced with the responsibility to provide the safest environment possible for their participants while recognizing the tremendous role each volunteer plays in the success of their programs.

The need to adopt a more stringent screening process is driven by our obligation to not only protect the organization but also, and most importantly, to protect Special Olympics athletes. The Risk Management Task Force reviewed the volunteer screening policies of several other amateur sports organizations before developing the criteria for the Special Olympics screening policy. The Special Olympics policy meets industry standards for criminal background checks.

Special Olympics Kentucky knows and appreciates the dedication that each volunteer brings to our mission and we know that you want each athlete to enjoy the best and safest experience through participation in our programs. This U.S. screening policy has been established to help all of us ensure this experience for our athletes. We understand that, as a volunteer, subjecting yourself to a background check may seem intrusive, but we ask that you join us as we continue to develop a program in which every athlete can achieve.

Class A Volunteers* must have a criminal background check that includes the sex offender registry for each State in which the sex offender registry is available. In addition to the National vendor database, Programs may conduct a statewide criminal background check through their State law enforcement agencies. Motor Vehicle Record checks are required if the applicant answers "yes" to either question regarding their driving record on the Volunteer Application OR if the Program has received information through the background check that the applicant may have had other motor vehicle related charges.

Class A Volunteers Include:

- Volunteers who have regular, close physical contact with athletes such as coaches, chaperones, ALP's mentors, local coordinators, heads of delegation, drivers for athletes and volunteers who have administrative and/or fiscal authority.
- Fundraising event committee members, bookkeepers, or games management team members
- Parents and siblings of athletes are subject to a criminal background check when they are serving in a Class A Volunteer capacity. Parents serving as a coach for his/her child are subject to the required criminal background check. Even if the only child who is being coached is the parent's own child.

Types of Screening:

- **Adult Class A Volunteers (18 years of age and older)** – Volunteer Application, screen for criminal record, which will include sex offender registry and possible motor vehicle record.
ADULTS MUST COMPLETE ALL PARTS ON FORM & ONLY THE GREEN SECTION OF PART 4.
 - ❖ **Volunteers 18 years old and older** will be re-screened every three years.
- **Minor Class A Volunteers (Younger than 18 years of age)** – Volunteer Application, two personal/ professional references.
MINORS MUST COMPLETE ALL PARTS EXCEPT PART 3 ON FORM AND BOTH BLUE AND GREEN SECTIONS OF PART 4. THIS INCLUDES HAVING REFERENCES SIGN THE APPLICATION.
 - ❖ **Volunteers 14 years of age and younger** are cleared to volunteer till the age of 14.
 - ❖ **Volunteers 14 to 17 years of age** are required to submit a current school photo or state issued photo ID and will be approved till they turn 18 with driving restrictions unless a valid state issued license is submitted with application.

Materials Required to Start Volunteer Approval Process:

- **Volunteer Applicants 18 year of age and older**
 - ☑ Completed Class A Application with all sections completed as listed above.
 - ☑ Current state or government issued ID or License.
 - ☑ Visit: www.soky.org/trainingcourses to complete the Volunteer Orientation (required once), Protective Behaviors Training (required every 3 years) and CDC's "HEADS UP" Concussion Trainings plus quiz (required every 3 years)
- **Volunteer Applications 17 years of age and younger**
 - ☑ Completed Class A Application with all sections completed as listed above including parent/guardian signature.
 - ☑ ONLY Applicants 14 to 17 years of age are required to submit a current school photo or state issued picture ID and complete the ONLY the Special Olympics Kentucky Volunteer Orientation.

Volunteer APPROVED STATUS is not reached until ALL REQUIRED APPLICATION and TRAININGS are either Approved or Completed.

Questions about the Volunteer Screening Policy should be directed to Justin Harville – Senior Program Director at 502-695-8222.

