



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 41
APO AE 09630

IMEU-VIC-MWC

1 December 2009

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Volunteers in Child, Youth & School Services (CYSS) Programs

1. REFERENCES:

- a. AR 608-10, Child Development Services, 15 July 1997.
- b. DoD 6060.1-M-16, Involving Parents and Volunteers in CYSS, pages 45-48, 52-57.

2. PURPOSE: To specify policies and procedures for the implementation and operation of volunteers in all the CYS programs.

3. APPLICABILITY: This SOP applies to all Volunteer Services within CYSS systems with the exception of Volunteer Child Care in Unit Settings (VCCUS).

4. RESPONSIBILITIES:

a. The Volunteer will:

(1) Attend a two hour volunteer orientation with the CLEOS Director prior to beginning volunteer work.

(2) Complete a Volunteer Service Record Application with the Army Volunteer Corps Coordinator (AVCC) that includes the following:

(a) *Volunteer agreement.* All volunteers and accepting officials for APF or NAF activities will sign DD Form 2793 (Volunteer Agreement for Appropriated and Nonappropriated Fund Instrumentalities). A copy of the signed volunteer agreement will be given to the volunteer prior to commencement of voluntary services.

(b) *Parental permission for.* Parental or guardian permission is required prior to the commencement of volunteer services from unmarried family members under the age of 18. DA Form 5671 (Parental Permission) will be signed when accepting voluntary services from unmarried family members under age 18 before commencement of work.

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(c) *Position Description.* A written position description will be maintained for each volunteer and will include the position and title, first-line supervisor, second-line supervisor (if applicable), description of duties, time required, qualifications of the job, training required and provided by the program accepting the voluntary services, and evaluation and feedback by the supervisor.

(d) *Service Record.* All organizations using volunteers must document the volunteer hours worked, jobs performed, and training and recognition received on DA 4162 (Volunteer Service Record). DA Form 4162 will assist in establishing eligibility for awards.

(e) *Retention of records.* Volunteer records will be retained for 3 years following the termination of voluntary service by the organization receiving the service. After that period, a summary of each volunteer's service may be electronically maintained at the activity until no longer needed.

(f) A waiver authorizing background checks.

(g) Information about interests and skills.

(h) Experience directly or indirectly related to childcare.

(3) Interview with the CLEOS Director to determine placement.

(4) Report to Program Director(s) to establish a schedule.

b. Program Directors will keep sign-in logs of volunteer hours and submit them monthly to the CLEOS Director.

c. The CLEOS Director will:

(1) Coordinate all volunteer services with the Army Volunteer Corps Coordinator (AVCC) and attend all Volunteer Advisory Council (VAC) meetings as the CYSS representative.

(2) Interview the volunteer to determine special interests and in what areas the volunteer would like to work.

(3) Schedule an orientation – minimum 2 hours – to include CYSS overview; discipline procedures; touch policy; fire, health, and safety procedures; identification and reporting of child abuse; and overall program policies.

(4) Provide a handbook outlining CYSS policies and procedures and a written job description.

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(5) Encourage volunteers to attend 2 hours of training each month for the duration of their volunteer services.

(6) Maintain an Individual Education Plan (IEP) for each CYSS volunteer.

(7) Encourage volunteers to donate a minimum of 2 hours weekly in CYSS programs.

(8) Provide the volunteer documentation upon departure to include the following:

(a) Total service hours.

(b) A copy of the volunteer position description.

(9) Report volunteer hours to the Army Volunteer Corps (AVC) each month.

5. GENERAL:

a. IAW AR 608-10, volunteers do not count in adult/child ratios and may not be left alone with children.

b. This SOP applies only to regularly scheduled volunteers who work more than 10 hours a month on a recurring basis and are in direct contact with children.

c. For Youth Sport volunteer coaches, the Youth Sports Director is responsible for the duties detailed in 4c (2) – (7).

d. Volunteers may not be placed in the CYSS system prior to completion of their background checks.

e. Background checks will be requested at the following agencies:

(1) Family Advocacy Case Management.

(2) Alcohol and Substance Abuse Prevention.

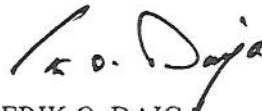
(3) Provost Marshall Office.

(4) Central Investigative Division.

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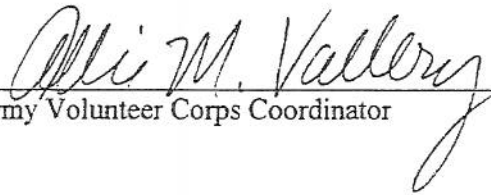
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6. POC for this SOP is Mr. Eric Weisel, Coordinator, Child, Youth & School Services, DSN 634-8347.



ERIK O. DAIGA
COL, MI
Commanding

FOR CONCURRENCE:



Army Volunteer Corps Coordinator



Vicenza Military Community

Volunteer of the Month Nomination Form

1. Name of Nominee

(Rank if military)

(Last)

(First)

(Middle Initial)

2. Nominee Contact Information

(Address CMR/Unit & Box #)

(Local Address if preferable)

(City)

(State)

(Zip)

(Primary Phone)

(Secondary Phone)

3. Nominating Organization

(Organization Name)

(Name of Organization Point of Contact OPOC-Please Print)

(Primary Phone)

(Secondary Phone)

(Signature of OPOC or Typed Full Name)

(Date)

4. Nominating Instructions:

Each organization may nominate 1-Adult Volunteer and 1-Youth each month. When completing the nomination form, do not place the Nominee's NAME in the body of the nomination.

The selection committee will review the following areas on the next page:

- Impact & Contributions within their Organization
- Contribution to the USAG-Vicenza Community
- Volunteer Hours

-All volunteers must be registered with the Army Volunteer Corps for eligibility-

-All Nominations must be submitted to the AVCC electronically NLT 5th of each month-

5. Justification:

Please state why you believe this individual, family, group, or youth deserves this award. Be specific and list justifications in detail. Remember your nomination write ups are extremely important. Please take the time to fill them out appropriately.

A. Impact & Contribution to

(organization name)

What kind of impact? Who have they impacted? Explain how this volunteers dedication contributes to the welfare of the organization listed. What is the quality of their services?

B. Contribution to Vicenza Military Community

Part 1- (please fill in the blank)

The volunteer being nominated has volunteered
within the

Number Hours) (Organization)

Our volunteer serves the position of

(Volunteer Position Title)

The dedication and commitment our nominee exhibits truly “Inspires By Example” and is a positive representation within the Vicenza Military Community.

Part 2- (Please write a two-three line sentence describing how the volunteer’s contributions impact our local community)