

DuCAP FY2020 Policy & Procedures

Participants

All participants must be registered online at www.ducap.org. Once registered and after 30 days, their name will appear on an Attendance Record emailed at the end of each month to each Community Liaison. This Attendance Record will be used for the new month.

Until a participant is registered and their name appears on the Attendance Record, they must sign in on the Guest Sign In Sheet.

All participants must be registered within 45 days of their first attendance.

Volunteers

All Volunteers must complete a Volunteer Application online at www.ducap.org. If the volunteer is 18 or older AND will be around youth under 18 years of age, they must complete a background check attached to the Application.

Note that all Committee Members both Adult and Youth are considered Volunteers and must complete a Volunteer Application.

Reports

Attendance Record

The last Friday of each month, an updated Attendance Record will be emailed to you pre-populated with registered participants and volunteer names. As you receive the form, complete the following:

- Month
- Community (Bensenville, Bolingbrook, Glendale Heights, Romeoville, Villa Park, Wheaton)
- Date (of activity)
- Total Hours for each day an activity occurred (located at the bottom of the form)
- Have the participant/volunteer initial in the box corresponding with their name and date as they attend
- Submit completed form via email to ducapsurvey@gmail.com or text a picture to Jess.

Guest Sign In Sheet

This form is for any participant or volunteer that is not registered and appearing on the Attendance Record. Complete all sections of the form and either email to ducapsurvey@gmail.com or text a picture to Jess.

Monthly In-Kind Form

This form is for any type of service or tangible item that you received which we can place a value on. This includes use of any space. Complete the form in its entirety online and submit by the 10th of the following month completed.

Presentation/Event Survey

This form must be completed by participants and anyone attending a presentation or event. It must be completed online and submitted immediately.

Connection/Referral Sheet

Complete when you refer anyone to another agency or for employment. Submit online immediately.

Committee Agenda, Sign In & Minutes

Complete for each Committee Meeting. Can be completed online or separately but must be submitted no later than the 10th of the following month completed.

Adult Committee Members Form & Youth Committee Members Form

Must be completed initially and updated whenever there is a member change. Email to ducapsurvey@gmail.com.

Grant Objective Work Plan

Must be completed for each Quarter. Complete online and submit 30 days prior to the new Quarter. Note this form is again filled in at the bottom of the form after the Objective is completed and submitted online.

Time Sheet

Complete the Time Sheet online and submit by the 10th and 25th of every month.