

# DuCAP Program Policy & Procedures

## **Participants, Committee Member Volunteers & General Volunteers**

All Participants, Committee Member Volunteers and General Volunteers must be registered online at [www.ducap.org](http://www.ducap.org). Once registered and after 30 days, their name will appear on an Attendance Record emailed at the start of each month to each Community Liaison. This Attendance Record will be used to take attendance for the new month.

Note there is a Registration Form for Youth and a separate one for Adults 18 years of age and older. They will choose if they are a Participant, Committee Member Volunteer, or General Volunteer. Remember, Committee Members are considered Volunteers. Until a person is registered and their name appears on the Attendance Record, they must sign in on the Guest Sign In Sheet.

***Background checks are required for all program staff and volunteers who have the potential for contact with youth under 18.***

All participants, Committee Member Volunteers and General Volunteers must be registered within 45 days of their first attendance.

## **Reports**

### **Attendance Record**

The first Friday of each month, an **updated** Attendance Record will be emailed to the Community Liaison pre-populated with 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 the last Friday of each month to [ducapsurvey@gmail.com](mailto:ducapsurvey@gmail.com) or text a picture to Program Supervisor.

### **Guest Sign In Sheet**

This form is for any participant or volunteer that is not registered and appearing on the Attendance Record. The form can be completed online or via hard copy. Complete all sections of the form and either email a hard copy to [ducapsurvey@gmail.com](mailto:ducapsurvey@gmail.com) or text a picture to Program Supervisor the last Friday of the month.

**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 10<sup>th</sup> 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 before attendees are dismissed from the event.

**Connection/Referral Sheet**

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

**Committee Agenda, Sign In & Minutes**

A minimum of 1 Adult and 1 Youth Committee Meeting must be completed each month. Agendas must be submitted at least 24 hours before the scheduled meeting. Sign In and Minutes must be submitted after the meeting or ASAP.

**Grant Objective Work Plan**

A minimum of 2 different objectives must be completed each month. Complete online and submit 30 days prior to the new Quarter.

**Objective Completion Report**

Must be submitted after an Objective is completed.

**Job Resource Guide Update**

The Job Resource Guide must be reviewed and/or updated quarterly at Committee Meetings. Submit online.

**Youth Referral Guide Update**

The Youth Referral Guide must be reviewed and/or updated quarterly at Committee Meetings. Submit online.

**Incident Report**

Complete and submit immediately after an unexpected occurrence.

**Community Service Hours**

Volunteer Application and Background Check must be completed online before anyone can complete service hours. Program Supervisor must approve the Background Check before any hours may be completed.

**Time Sheet**

Complete the Time Sheet online and submit by the 10<sup>th</sup> and 25<sup>th</sup> of every month.