

NAME _____

Doña Ana County Head Start
ON-SITE VOLUNTEER RECORDS

CHECKLIST for Contents of Volunteer Files

- DACHS Volunteer information form indicating name, address, phone, position, verification of required degrees or certificates and emergency contacts (should be placed on the left side of the staff file);**
- DACHS Declaration Form on Child Abuse**
- Criminal Records Check**
- Affidavit of Confidentiality**
- Code of Ethics Agreement**
- Universal Precaution Acknowledgement (BBP/ECP)**
- TB Screening:**
- Job description**
- Guidance and Discipline Policy Acknowledgement**

This volunteer record must be available for review by State of New Mexico Child Care Licensing surveyors.