**Steps to Onboarding a New Volunteer**

1. Volunteer will complete the Child Protection Policy application in full. Incomplete forms will be returned by the state so be sure to check carefully.
2. Volunteer will return the form to the local director or staff, show their ID, and be interviewed by a local staff member. This should take place in person or via video conference (face-to-face). If the chapter is collecting fees, they should be collected with the application.
3. Director will note the name and date of the application and forward it to the state office to run the background check.
4. The state office will run the check and inform the local chapter of the results (will mail ID if necessary)
5. The state office will bill the local office $15 for each background check at the end of each June and December for costs incurred during the year unless another arrangement has been made.
6. After the background check is completed, the volunteer must complete all training required by the local chapter.
7. When all training is complete, the volunteer is given an ID badge and a t-shirt and is ready to go!