



**DIVISION OF CHILDREN AND FAMILY SERVICES
VOLUNTEER OPPORTUNITIES**

Thank you for your interest in volunteering with DCFS and supporting children and families in Arkansas! Please see the reverse side of this document for specific application requirements for volunteer activities involving direct contact with children and clients (denoted by one asterisk in the list below) as well as application requirements for volunteers who will not have direct or unsupervised contact with children and clients (denoted by two asterisks in the list below).

- **Providing Transportation** (must have reliable vehicle and cell phone)
 - Transport children to destination* (may include local travel and/or traveling long distances depending on volunteer preference)
 - Transport adult clients to appointments/return to client residence*
- **Assisting with Office Needs**
 - Fax paperwork/applications*
 - Assist with filing, copying, case file organization, etc.*
 - Assist with organizing and maintaining storage rooms, supply closets, and visitation rooms*
 - Assist with short-term child care (i.e., baby-sitting) for children whose parents are participating in staffings, Team Decision Making meetings, etc.*
 - Assist when children enter foster care and as needed (i.e., emergency care team)*
- **Assisting with Recruitment/Retention of Foster Parents and Volunteers**
 - Make telephone calls to business organizations, individuals, non-profit agencies, etc.**
 - Contact foster parents to inquire about needs, requests, comments**
 - Prepare meals for DCFS foster families**
 - Secure event space to allow DCFS to host recruitment and retention events**
 - Provide child care for foster parents during foster parent support meetings, trainings, or date nights*
 - Provide First Aid/CPR training to foster and adoptive parent applicants (must be certified by American Red Cross, American Heart Association, National Safety Council, the Health and Safety Institute, or EMS Safety Services)**
- **Coordinating Events for Foster Children:**
 - Provide funding for birthday celebrations for children in foster care**
 - Host fun events throughout the year for children in foster care*
 - Provide funding for fun events throughout the year for children in foster care**
 - Assist with Christmas Projects (collecting wish lists, organizing fundraisers, delivering gifts, etc.)**
 - Donate snacks to DCFS offices to feed children waiting in the office for foster care placement**

For more information, please call 501-683-2162.

VOLUNTEER APPLICATION REQUIREMENTS

For volunteer activities involving **direct contact (whether supervised or unsupervised) with children and clients, the following is required for the volunteer application (all background checks listed must be submitted and received prior to volunteering):*

- CFS-050-C: Volunteer Application
- CFS-050-D: Confidentiality Statement
- CFS-050-E: Volunteer Agreement
- CFS-316: Request for Child Maltreatment Central Registry Check (results must be received and cleared prior to volunteering)
- CFS-342: State Police Criminal Record Check
- FBI fingerprint card (if not using harvester) for any volunteer applicant who has not lived continuously in Arkansas for the past five years
- VSP-001: Authorization to Operate State Vehicles and Private Vehicles on State Business
- VSP-002: Authorization to Obtain Traffic Violation Record
- Copy of proof of auto insurance
- Completed W-9 in order for the volunteer to be reimbursed for approved travel

***For volunteer activities **not** requiring direct and/or unsupervised contact with children or other clients, the following is required for the application:*

- CFS-050-C: Volunteer Application
- CFS-050-D: Confidentiality Statement
- CFS-050-E: Volunteer Agreement
- Copy of proof of auto insurance
- Completed W-9 in order for the volunteer to be reimbursed for approved travel

For more information, please call 501-683-2162.