



P.O. Box 1437, Slot S-565 · Little Rock, AR 72203-1437
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DCFS VOLUNTEER CHECKLIST

The following information pertains to Volunteer Applicant Name

Please complete the checklist by selecting the appropriate box that corresponds with the activity conducted.

Section A: Initial Paperwork for Volunteer Applicant (to be completed by DCFS County office Volunteer Designee, or community organization Volunteer Coordinator, as applicable)

- Yes No N/A
Reviewed CFS-050-A: DCFS Volunteer Opportunities List with Volunteer Applicant
Received completed CFS-050-C DCFS: Volunteer Application from Volunteer Applicant
Received completed CFS 050-D: Confidentiality Statement for DCFS Volunteer
Received completed CFS-050-E: Volunteer Agreement
Received completed, notarized CFS-316 Request for Central Registry Check from Volunteer Applicant (if performing volunteer activities involving direct contact with children)
Received completed, notarized CFS-342: State Police Criminal Record Check from Volunteer Applicant (if performing volunteer activities involving direct contact with children)
Received completed FBI fingerprint card (if not using harvester) for any applicant who has not lived in Arkansas continuously for the past five years (if performing volunteer activities involving direct contact with children)
Received completed VSP-001 Authorization to Operate State Vehicles and Private Vehicles on State Business (if performing volunteer activities involving direct contact with children)
Received completed VSP-002 Authorization to Obtain Traffic Violation Record from Volunteer Applicant (if performing volunteer activities involving direct contact with children)
Received completed CFS-0593 DCFS Arkansas State Vehicle Safety Program from Volunteer Applicant (if performing volunteer activities involving direct contact with children)
Communicated with Two References (1 personal/1professional) for Volunteer Applicant
Received completed W-9 for Volunteer Applicant

Section B: Volunteer Approval Decision (To be completed by Central Office)

_____ Received Motor Vehicle Record Results
 Results Eligible Results Ineligible N/A (Indirect service volunteer)

_____ Received CFS-316 Request for Child Maltreatment Central Registry Check Results
 Results Eligible Results Ineligible N/A (Indirect service volunteer)

_____ Received CFS-342 State Police Criminal Record Check Results
 Results Eligible Results Ineligible N/A

_____ Received FBI Fingerprint –based Criminal Background check results if applicant has not lived in Arkansas continuously for the past five years
 Results Eligible Results Ineligible N/A

Volunteer Approved by Central Office Denied by Central Office

Section C: County Office Volunteer Designee or Community Organization Coordinator Finalization of Volunteer Approval (To be completed by County Office or Volunteer Coordinator, as applicable).

Yes	No		Date: _____
<input type="checkbox"/>	<input type="checkbox"/>	Orientation Conducted	
<input type="checkbox"/>	<input type="checkbox"/>	Schedule for Volunteer Established	
<input type="checkbox"/>	<input type="checkbox"/>	Volunteer Point of Contact/Supervisor Established	

Please submit this completed checklist and completed forms to the Central Office Volunteer Coordinator at Slot S-565. Please call 501-683-2162 if you have any questions.