



California YMCA Youth & Government Volunteer Onboard Checklist

All new (& returning) volunteers must complete the following tasks **BEFORE** attending the conference:

1. Review our Y&G Volunteer Handbook.

The California YMCA Youth & Government Volunteer Handbook is [available here](#) as well as on our MLC Volunteer Resource Pages on our website (www.calymca.org). This will give you the complete breakdown of our volunteer program including policies, requirements, and expectations.

2. Register for Conference on Reggo

The link to register is calymca.reggo.org. Y&G provides hotel rooms & travel expense reimbursements at conferences for all program staff volunteers who register through Reggo before the deadline. The deadline to apply for **T&E I is Thursday, October 3rd**. Registration for both T&E II & MLC Sac will open **Monday, October 7th** and close **Thursday, December 5th**.

Model Legislature & Court Conference Dates/Locations

T&E I - November 9th-11th, 2019 (Fresno, CA)

T&E II - January 18th-20th, 2020 (Fresno, CA)

MLC Sacramento - February 13th-16th, 2020 (Sacramento, CA)

3. Subscribe to the Volunteer MLC Bulletins. Link: <http://bit.ly/1H7mqB2>.

This is a newsletter that is sent out every week that contains important information, deadlines, and instructions for the upcoming conferences. Bulletins are the primary way we share the most up to date information with our program staff volunteers.

4. Complete Our Online Child Abuse Prevention (CAP) Training.

Link: <http://armatus2.praesidiuminc.com/armatusUser/login>

The Volunteer Support Specialist will set up an account for you, see your login information below. There are three modules all-new program staff are **required** to complete: **Duty to Report: Mandated Reporter, It Happened to Me, and Meet Sam**. CAP must be completed every TWO years.

- Your Login: (first initial and last name – all lower case)
- Your password: 2019ca

5. Complete A Background Check

Most places that process fingerprints charge a \$15-\$25 processing fee. To find a location near you, please visit <https://oag.ca.gov/fingerprints/locations>. It normally takes 2-3 weeks for fingerprints to process. You will take this >> [Live Scan Form](#) << with you when you get your fingerprints done. Once they are processed, the Volunteer Support Specialist will receive a notification of your clearance status.

IMPORTANT: On the live scan form, make sure for "Type of Application," you put: **VOLUNTEER** & on the second line of the LiveScan form, titled "Job Title...Permit" you put: **CALYMCA**.

Y&G will reimburse you for the fingerprint fees. We also reimburse travel to conferences for up to \$200 for in-state program volunteers. See "**Y&G Volunteer Handbook**" above for more details about mileage and out-of-state volunteer policies.

You can locate both the LiveScan (Fingerprint Scan) Form and Expense Reimbursement Form on our website (calymca.org). For the Expense Reimbursement Form, go to <https://calymca.org/mlc-volunteer-staff-portal> > Under "Resources." Once you have submitted your fingerprints, please fill out the attached Expense Reimbursement form and send it to californiaymca@bill.com. You will receive a check for reimbursement in 4-5 weeks.