

County of Del Norte
VOLUNTEER REGISTRATION PACKET
2026-2027 Volunteer Year

We appreciate your interest in volunteering with the County of Del Norte. All volunteers will be required to submit an application annually each Year (July-June). All volunteers may be subject to a background check including but not limited to Megan's Law check and Department of Justice background in accordance with the Volunteer Policy.

This document is meant to guide the volunteer approval process. Volunteers are eligible to be utilized for a limited time and only for specific activities such as providing a community service, educational, or rehabilitative purposes, in accordance with the Volunteer Policy. Volunteer work must not replace authorized positions. All volunteers must be listed as approved on the [Approved Volunteer List](#) prior to volunteer work at any County Department or location.

DEPARTMENT RESPONSIBILITIES

- Provide a Volunteer Registration Packet to volunteer applicant to complete and return (Digital Application is located [HERE](#) on the Human Resources & Risk Management page)
- Department Head must sign for approval of the Volunteer Application
- Completed applications are to be scanned and emailed to hr@dnco.org and/or sent via inter-office mail to the HR/RM Office The volunteer is *not* approved to participate in any activity until the Department receives an e-mail approval from the Human Resources Department titled "Volunteer Status Notification" indicating the specified volunteer has been approved
- Department *must* verify that the volunteer is on the [Approved Volunteer List](#) prior to utilizing in a volunteer capacity

VOLUNTEER RESPONSIBILITIES

All Volunteers are required to complete the following:

- Complete the Volunteer Registration Packet in its entirety, truthfully, and honestly
- Submit completed Packet to department to be volunteered at
- Provide requested identification and/or required documentation to HR once requested
- Report any change in volunteer status and/or information within the Packet to the County Human Resources Department
- May not start volunteering until receipt of formal notification of approval to volunteer from the County Human Resources Department

HUMAN RESOURCES RESPONSIBILITIES

Upon receipt of the completed Application the following process must be completed prior to approval

- Verify and confirm Megan's Law database
- Must verify a valid photo identification and secondary identification
- If required, completes fingerprints for a background check. Results must be received and approved to clear the volunteer prior to the start of volunteering
- If driving is requested, coordinate with volunteer for DMV driving records submission
- Contact the volunteer to notify approval/denial to volunteer
- Email the department for notification of approval/denial and place the volunteer's name on the shared Volunteer Approved List (Google Document Titled "Volunteer Approval List" located in the shared HR/Department Collaborative folders)

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Volunteer Application

Note: All Volunteers must be approved by Human Resources prior to the start of any volunteer work. Renewal Applications only require Name, Availability, and any information that has changed

☐ New Application

☐ Renewal Application

☐ Individual of the Public

☐ Community Program Volunteer

☐ Current County Employee

First Name: _____ Last Name: _____

Date of Birth: _____ E-Mail: _____

Home Phone: _____ Cell Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Department Volunteering at: _____ Driving Requested ☐

Type of Volunteer Work: _____

Availability

☐ Specific & Limited Volunteer Dates Start Date: _____ End Date: _____

☐ Volunteer Throughout the Year Start Date: _____ End Date: June 30, 2027

☐ Volunteer for Project Project Name: _____

Emergency Contact Person: _____ Phone Number: _____

CPR/First Aid Trained: ☐ No ☐ Yes – Valid until: _____

Approvals

I certify under penalty of perjury that the information above is true and accurate to the best of my ability. I agree to follow all County policies and procedures including but not limited to confidentiality, code of conduct, and acknowledge receipt of the Volunteer Handbook. I further understand that, if approved, my volunteer status may be revoked at any time without appeal rights. I understand that I may be subject to a criminal background check and if I do not disclose all relevant information it will result in a disqualification of my ability to volunteer.

Volunteer Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

☐ Not Approved

☐ Level I: Volunteer will always be supervised, no access to confidential information or minors/vulnerable population

☐ Level II: Volunteer may: ☐ Be unsupervised; ☐ Access confidential information; ☐ Minors/vulnerable populations

Internal - Human Resources Only

Megan's Law Check Date: _____ Notified Department: _____

Driving Clearance: _____ Background Clearance: _____

Approved Date: _____ Approved By: _____ Add to Approved List: _____