Volunteer Screening Approval

1. From the Member Search screen, click on the Member’s Name.

2. Click “Profile” from the Member Options popup window.

3. Click the ‘Edit’ button, next to the Volunteer Screening list at the bottom of the page.

4. Enter the date the Public Record Review was completed/cleared, verify that the Protecting Minors Training has been completed. Lastly, select Approved in the dropdown menu under “Form Status” and click submit.

5. The volunteer record will appear in your normal approval queue.