



Rappahannock Rapidan
Community Services

Programs that matter. People who care.

Administrative Offices

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**Thank you for your interest in volunteering
for one of our many RRCS Programs!**

Welcome to the Rappahannock Rapidan Community Services Volunteer Program. This information will assist in ensuring that all required documentation is completed for you to become a volunteer of RRCS. It may seem like a lengthy process to become a volunteer, but all volunteer candidates must be screened thoroughly to ensure that volunteers are qualified and committed individuals before they are appointed as volunteers.

Summary of Orientation Process:

You will:

- Complete all required documents and, if necessary, complete a drug test and criminal background check.
- Be screened by RRCS Volunteer Program staff.
- Be trained by appropriate program staff.

For your convenience, the required paperwork is available as links on the “Volunteers” page of the RRCS website (www.rrcsb.org/volunteers/).

Depending upon your volunteer service duties, there are various levels of paperwork and security checks before starting your volunteer service.

For basic volunteer service (**Senior Center, Nest Egg Thrift Shop, Warrenton Adult Daycare Center, general office work**), you will be under supervision of RRCS staff at all times so the application process is minimal. The paperwork for these positions includes a (1) volunteer application, and (2) RRCS Confidentiality Statement.

For transportation program volunteers (**Care-A-Van, RRCS Driving programs, Food Distribution**), you will need to complete the (1) volunteer application, (2) RRCS Confidentiality Statement, (3) a DMV Release of Information Form. Program staff will develop a written job description for your duties.

For volunteer service that might include one-on-one contact with RRCS clientele without supervision (**Protective Money Management Program and Long-Term Care Ombudsman**), the paperwork and security checks are a little more involved. You will need to complete all the basic RRCS volunteer forms (volunteer application, RRCS Confidentiality Statement, DMV Release of Information Form) along with the Central Registry Release of Information Form. You will also complete a drug test and a criminal background check. Program staff will develop a written job description for your duties. It is up to the program manager whether they would also like you to attend RRCS Orientation - a two-day training that provides more in-depth knowledge of RRCS.

- **Central Registry Release of Information Form:** Make sure every line is filled out or the form will be rejected. *Do not sign this form as it needs to be notarized.* The RRCS Human Resources Department can notarize this form when you return your paperwork to the volunteer program office. Please make sure you have a government issued photo ID with you.

PROTECTIVE MONEY MANAGEMENT VOLUNTEERS, please follow these additional instructions:

- **Drug Test:** Please go to MedExpress Urgent Care (1420 S. Main Street, Culpeper, VA; 540-825-2202) for your drug test. Please inform the staff at MedExpress that this procedure should be billed to RRCS (PO Box 1568, Culpeper, VA 22701). The results of your test will be communicated by MedExpress staff to the RRCS Human Resources Department for documentation and confidential filing.
- **Fingerprint/Criminal Background Check:** To receive the fingerprint card and a check for the sheriff/police department to complete the fingerprint/ background check, please come to the RRCS Human Resources Department or call to have the fingerprint card and check mailed to you. Inform the human resources staff member of the locality of the Sheriff/Police Department you plan to use so they can complete the check correctly. Hours differ per sheriff/police station, so call ahead to make sure they are available to complete your fingerprinting. Please do not bend the fingerprint card. The information obtained by this criminal background check will be communicated to the RRCS Human Resources Department for documentation. The number for the RRCS Human Resources Department is 540-825-3100, extension 3233.

LONG-TERM CARE OMBUDSMAN VOLUNTEERS: You will also need to complete a drug test and fingerprint/criminal background check, but those are done *after your application has been reviewed by the program manager.* Please return your completed application materials (volunteer application, RRCS Confidentiality Statement, DMV Release of Information Form, Central Registry Release of Information Form), but do not have the drug test or visit the sheriff/police department until you are instructed to do so by the program manager.

FOR ALL VOLUNTEERS: You can obtain your RRCS Volunteer ID Badge by contacting the Human Services Department (540-825-3100, extension 3234) to set up an appointment. To save an extra trip, contact the Human Resources Department to see if they can take your picture and give you an ID card when you turn in your paperwork.

*If you have any questions, please call the volunteer office at
540-825-3100, extension 3358.*

**Thanks again for your interest in volunteering
for one of our RRCS programs.**

**We appreciate you and look forward to working with you
during your volunteer service.**