

# TENNESSEE EXTENSION VOLUNTEER CLASSIFICATION DECISION TREE (ADULT)

## Level 1 Volunteer

- Volunteer works under supervision of Extension employee at all times and has no direct contact with minors.
- Volunteer:
  - (1) Complete **Section 1** (Items A - E only) and read **Section 2** of the Tennessee Extension Volunteer Application.
  - (2) **Section 3** of the Tennessee Extension Volunteer Application is **optional**.
  - (3) View TN Extension Online Orientation Module.
- Agent/Designate:
  - (1) Enroll volunteer in SUPER Enrollment module.
  - (2) Provide program specific training of duties.

## Level 2 Volunteer

- This volunteer has direct contact with minors with no overnight involvement and no frequent contact for longer than two weeks with minors.
- Volunteer:
  - (1) Complete **Section 1** and read **Sections 2 and 4** of the Tennessee Extension Volunteer Application Process.
  - (2) **Section 3** of the Tennessee Extension Volunteer Application is **optional**.
  - (3) View TN Extension Online Orientation Module.
- Agent/Designate:
  - (1) Check [National Sex Offender](#) and [TN Abuse Registry](#) (every two years).
  - (2) Enroll volunteer in SUPER Enrollment module.
  - (3) Provide program specific training of duties.



**START HERE**

**Does the volunteer work in direct contact with minors?**

\*direct contact is the instruction, care, supervision, guidance, control, and/or routine interaction with a minor.

\*a minor is any person who is under eighteen (18) years of age, or who is reasonably presumed to be under eighteen (18) years of age.

NO

YES

NO

YES

**Does the volunteer have any overnight involvement or regular, frequent contact for longer than two weeks with minors or will drive a vehicle transporting minors?**

Documents can be found at [tiny.utk.edu/volunteerism](http://tiny.utk.edu/volunteerism) Document revised 3/5/2019

## Level 3 Volunteer

- This volunteer has direct contact with minors with possible overnight involvement and does have frequent contact for longer than two weeks with minors.
- Volunteer:
  - (1) Complete **Section 1** and read **Sections 2 and 4** of the Tennessee Extension Volunteer Application.
  - (2) **Section 3** of the Tennessee Extension Volunteer Application is **optional**.
  - (3) Complete **Section 5** of the Tennessee Extension Volunteer Application if applicable.
  - (4) Read and sign [TN Law on Mandatory Reporting of Child Abuse](#) (one time).
  - (5) Complete Child Protection Training either [online](#) in K@TE or [face-to-face training](#) presented by Extension Agent (every two years).
  - (6) Complete [Online Level 3 Volunteer Training](#) (one time).
  - (7) View [TN Extension Online Orientation Module](#) (one time).
- Agent/Designate:
  - (1) Check [National Sex Offender](#) and [TN Abuse Registry](#) (every two years).
  - (2) Initiate background check (BGC) for volunteer (every four years). If the volunteer has a current BGC on file with partnering agency/organization, you do not need to initiate BGC.
    - Option 1: University Vendor BGC (includes motor vehicle check)
    - Option 2: Local Agency BGC (request driving check if volunteer will have driving responsibilities)
  - (3) Enroll volunteer in SUPER Enrollment module.
  - (4) Deliver Core Training for Extension Volunteers.