

UTIA VOLUNTEER CLASSIFICATION DECISION TREE (ADULT)

Level 1 Volunteer

This volunteer works under supervision of a UTIA employee at all times and has no contact with minors.

Volunteer:

- (1) Read and complete **Section 1** (Items A - E only) **and Section 2** of the TN Extension Volunteer Application Process.
- (2) **Section 3** of the TN Extension Volunteer Application Process 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 that is occasional or intermittent with no overnight involvement.

Volunteer:

- (1) Read and complete **Sections 1, 2, and 4** of the Tennessee Extension Volunteer Application Process.
- (2) **Section 3** of the Tennessee Extension Volunteer Application Process 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.



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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

Does the volunteer have any overnight involvement or regular, frequent contact with minors?

NO

YES

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Level 3 Volunteer

This volunteer has direct contact with minors with possible overnight involvement or regular, frequent contact.

Volunteer:

- (1) Read and complete **Sections 1, 2, and 4** of TN Extension Volunteer Application Process.
- (2) **Section 3** of the TN Extension Volunteer Application Process is **optional**.
- (3) Complete **Section 5** (Volunteer Background Check Consent Form) if local agency is used.
- (4) Read and sign [TN Law on Mandatory Reporting of Child Abuse](#) (one time).
- (5) Complete Child Protection Training either online in Extol or training presented by Extension Agent (every two years).
- (6) Complete Core Training for Extension Volunteers.
- (7) View TN Extension Online Orientation Module.

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 volunteer has a current BGC on file with partnering agency/ organization, you do not need to initiate BGC.
Option 1: University Vendor BGC (includes driving 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.