



Town of Davie

Volunteer Program Process

1. All Volunteers should be directed to the Human Resources Department or the Town of Davie website, www.davie-fl.gov to fill out a Volunteer Application which is then submitted to Human Resources (HR) Volunteer Coordinator to be processed.
2. All questions regarding the status of the volunteer's application should be directed to the HR Volunteer Coordinator by calling (954)797-1100 or email at volunteer@davie-fl.gov
3. Volunteer applicants, (including court-ordered volunteers), are contacted by the HR Volunteer Coordinator and given information to be fingerprinted. Certain volunteers may need to go through an interview process depending on the volunteer position but all volunteers are fingerprinted.
4. Volunteer spreadsheet is logged with the results.
5. If background results are not favorable, the applicant will be contacted by the HR Volunteer Coordinator.
6. Once background results are favorable, the Department is contacted and forwarded a copy of the volunteer application. Volunteers are clear to start volunteering. If the applicant is denied, they shall be notified via certified mail.
7. Each person who begins volunteering with the Town of Davie goes through an orientation process.
8. Volunteers' hours must be tracked by each department and sent to the HR Volunteer Coordinator on a bi-weekly basis (same dates as payroll).
9. Volunteers will be accepted based on their skills, qualifications and a favorable background check. The Volunteer's placement will be based on the date of the background clearance.