



# DIVISION OF YOUTH SERVICE

COMMONWEALTH OF THE NORTHERN MARIANAS  
DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS

## FYEP- Community Service Program

Chalan Piao Plaza, P.O. Box 501000 C.K., Saipan, MP 96950



### WHAT DOES VOLUNTEERING MEAN?

- The principle of donating once time and energy for the benefit of other people in the community as a social responsibility rather than for any financial reward.

### VOLUNTEER REQUIREMENTS (Check List):

A scheduled volunteer program orientation is required after submitting all necessary program documents listed below. The volunteer staff will notify participant of date, time, and venue of orientation:

- Complete Application
- Confidentiality Agreement & Waiver of Liability Form  
*\*Parental consent if program participant is under 18 years old.*
- Police Clearance (18 years and older)
- Copy of valid Identification Card
- Professional References (2)

### PROGRAM EXPECTED TO AHERE TO THE FOLLOWING:

- Adhere to the Division's Policies and Procedures
- Respect confidentiality and privacy
- Be punctual and reliable
- Carry out the duties assigned to you by your supervisor
- Give notice if your availability changes or you are leaving the program
- Deal with complaints in the appropriate manner
- Support other team members and ask for assistance when needed
- Proper attire at all times
- DYS will remain zero tolerance for the following:
  - Intoxication by alcohol or other prohibited substances
  - Verbal or physical harassment of others in the workplace or volunteer placement
  - Theft or intentional damage of government or other's property
  - Falsification of any information

DCCA- DYS reserves the right to discharge any program participant for failure to meet program expectations, other disciplinary issues/concerns, information gathered, and/or unfavorable random drug test(s).

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (If under 18 yrs old)

\_\_\_\_\_  
Date

c/c : Volunteer File