

Volunteer Positions & Requirements



All Volunteer positions require a Volunteer Application and attendance of a Volunteer Orientation. In addition to those requirements, each position requires the following documentation. Upon completion, please send to the Volunteer Coordinator at volunteer1@tempeaction.org

Community Garden:

No additional requirements

Food Pantry Assistant:

No additional requirements

Food Pantry Driver:

- 39 month MVR
- Copy of current Driver's License, Vehicle Registration, & Insurance

Meals on Wheels Packer:

- AZ Food Handler's Card

Congregate Meals:

- AZ Food Handler's Card

I-HELP Volunteer

No additional requirements

Meals on Wheels Driver:

- Level 1 Fingerprint Clearance Card
- Food Handler's Card
- DES Centralized Background Check
- Direct Service Position form
- Criminal History Self Disclosure
- MVR
- Copy of current Driver's License, Vehicle Registration, & Insurance
- 3 References

Neighbors Helping Neighbors:

- Level 1 Fingerprint Clearance Card
- DES Centralized Background Check
- Direct Service Position form
- Criminal History Self Disclosure
- 3 References

If you plan to offer transportation:

- MVR
- Copy of current Driver's License, Vehicle Registration, & Insurance

Level One Fingerprint Clearance Card (FCC) Instructions



TCAA employees and volunteers working directly with vulnerable populations are required to obtain a Level One Fingerprint Clearance Card (FCC) through AZ Department of Public Safety (AZDPS). The Applicant Clearance Card Team (ACCT) at AZDPS, receives applications and reviews criminal history records of applicants to determine their suitability to receive a fingerprint clearance card.

Applicants can now utilize the Public Service Portal (PSP) to apply for an FCC. Users will be prompted to create a secure account on the PSP, allowing them to receive timely communications and to check the status of the application.

Step 1: Create an Account

- Visit psp.azdps.gov and click Login/Sign-up in the top right-hand corner of the page.
- Scroll down to find "Don't have an account? It's easy to create one." and click to create a new account.
- Select "Fingerprint Clearance Card" and then "Individual" and enter your personal information on the following page.

Step 2: Apply for a New Card

- Log into your account and select Fingerprint Clearance Card and then "Apply for a Card/Request a Replacement"
- TCAA does not require an IVP Clearance Card, though you may wish to apply for one if you plan to teach or work in schools.
- Continue to answer the "Triage Questions" and fill in your information.
- Once you reach the end of your application, choose "submit and pay by credit card"

Step 3: Get Fingerprinted

Log back into your portal account and go to your message center. You'll find a message with detailed instructions on obtaining your fingerprints. Once this is complete and DPS has your fingerprints, they will begin processing your application. Please send the volunteer coordinator a copy of your receipts to keep on file until you receive your card.

Questions?



volunteer1@tempeaction.org

Arizona Centralized Background Checks (CBC) Instructions



The Arizona Centralized Background Checks (CBC) is a web portal for Individuals, Employers, and Agencies to access background checks from the following sources:

- Arizona Department of Child Safety (DCS) Central Registry
- Arizona Adult Protective Services (APS) Registry
- Department of Public Safety (DPS) Fingerprint Clearance Card status (FCC)

TCAA is required to obtain these background checks for employees and volunteers who work directly with the vulnerable populations we serve.

Step 1: Create an Account

- If you have not applied for your FCC: Create a DPS Public Service Portal account at psp.azdps.gov using your personal email address. You can then use your DPS PSP username and password to login to cbc.az.gov.
- If you already have a DPS Public Service Portal (PSP) account, you do not need to create an account. Use your DPS PSP username and password to login to cbc.az.gov.

Step 2: Request a Background Check

- After logging-in to your CBC account, click "Requests" in the upper right-hand corner of the page and select "Employment".
- Employer email address is: bellal@tempeaction.org
- Select "Yes" for Fingerprint Clearance Card
- Request both the DCS and the APS background checks
- Enter the Solicitation #: CTR048037 and your information on the following page

Step 3: Get Results

When the results are available, the CBC will send an email indicating that a notification is available. You can check the results by logging-in and going to your dashboard. The designated TCAA staff will receive the same notification and add the results to your file.

Questions?



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Arizona 39 Month Motor Vehicle Record (MVR) Instructions



A Motor Vehicle Record (MVR) is the printout of a driving or vehicle record. You can obtain and print a copy of a record online at AZMVDNow.gov for \$3.

Create your account or login to be redirected to your dashboard. This is where you'll find the "AZ MVD Now Services List" and in that list, the "Motor Vehicle Record" option. Select the vehicle you plan to drive while working with TCAA and complete payment to receive your MVR.

Forward this document to the Volunteer Coordinator at volunteer1@tempeaction.org.

A screenshot of the AZ MVD Now website dashboard. The top navigation bar includes "Registration", "Driver License & ID", "Title", "Other Services", and "My Account", along with a balance of \$0.00. The main content area is divided into several sections: "My Credential" showing a driver's license image with a redacted area; "My Vehicles" with a table of vehicle information; "AZ MVD Now Services List" with three columns of service options, where "Motor Vehicle Record" is circled in red; "Current Contact Information" with a redacted area and a "Change Address and Email Address" link; "Schedule an Appointment" with "Schedule an Appointment" and "Find Locations" links; "Specialty Plate" with an "ARIZONA" plate image and a "See All" link; "Service History" with a "View Service History" link; and "Voter Registration" with a "Register to Vote" link.

Questions?



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Food Handlers Card Instructions



Many state and local governments enforce regulations for the food service industry and require employees and volunteers to complete food handler training before or soon after starting work. It's simple to obtain your food handler card online at www.efoodcard.com/az/.

To download and print your official Arizona food handlers card and certificate:

1. Make a payment of \$7.99.
2. Complete the course.
3. Pass the test.

The eFoodcard program is fast and easy to use on any device, including phones and tablets. Your food handlers card will be valid for 3 years, and includes unlimited printing. Just 3 easy steps to earn a certificate of course completion and official Arizona food handlers card!

After completing the course and passing the test, forward this document to the TCAA Community Engagement Coordinator at volunteer1@tempeaction.org.



Questions?



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