

# Volunteer Positions & Requirements



rev. 6/26

All volunteer positions require an active volunteer account with TCAA through Galaxy Digital. Some volunteer positions require additional documentation. Upon completion, please send to the Director of Public Engagement, Leah Zigmond, at [volunteer1@tempeaction.org](mailto:volunteer1@tempeaction.org).

## **Food Pantry Driver:**

- Arizona 39-Month Motor Vehicle Record
- Copy of current Driver's License, Vehicle Registration, & Insurance

## **Congregate Meals:**

- Arizona Food Handler's Card

## **Neighbors Helping Neighbors:**

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

## **If you plan to offer transportation:**

- Arizona 39-Month Motor Vehicle Record
- Copy of current Driver's License, Vehicle Registration, & Insurance

## **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\*
- Arizona 39-Month Motor Vehicle Record
- Copy of current Driver's License, Vehicle Registration, & Insurance
- Copy of position description signed by applicant

## **Meals on Wheels Packer:**

- Arizona Food Handler's Card

## **Escalante Community Garden, I-HELP Meals, & Food Pantry Assistant:**

- No additional requirements

*\*Must be notarized. TCAA offers notarization.*

# 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.

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## Step 1: Create an Account

- If you have not applied for your FCC: Create a DPS Public Service Portal account at [psp.azdps.gov](http://psp.azdps.gov) using your personal email address. You can then use your DPS PSP username and password to login to [cbc.az.gov](http://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](http://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: [volunteer1@tempeaction.org](mailto:volunteer1@tempeaction.org)
- Select "No" 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.

Email [volunteer1@tempeaction.org](mailto:volunteer1@tempeaction.org) if you have questions.

# 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](http://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 Director of Public Engagement at [volunteer1@tempeaction.org](mailto:volunteer1@tempeaction.org).

A screenshot of the AZ MVD Now website dashboard. The top navigation bar includes "Registration", "Driver License &amp; ID", "Title", "Other Services", and "My Account", with a balance of \$0.00. The main content area is divided into several sections: "My Credential" showing a driver's license image and options to "Apply for a License", "Upgrade to Travel ID", and "Order a Replacement License"; "My Vehicles" with a table containing one vehicle entry; "AZ MVD Now Services List" with three columns of services: "Vehicle Registration Services" (including "Motor Vehicle Record" which is circled in red), "Title Services", and "Driver License &amp; ID Services"; "Current Contact Information" with a redacted field and a "Change Address and Email Address" link; "Schedule an Appointment" with a "Schedule an Appointment" link; "Specialty Plate" with a "See All" link; "Service History" with a "View Service History" link; and "Voter Registration" with a "Register to Vote" link.

Email [volunteer1@tempeaction.org](mailto:volunteer1@tempeaction.org) if you have questions.

# 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/](http://www.efoodcard.com/az/) or scan the QR code below.

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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.

After completing the course and passing the test, forward your Food Handler's Card to the Director of Public Engagement at [volunteer1@tempeaction.org](mailto:volunteer1@tempeaction.org).



Email [volunteer1@tempeaction.org](mailto:volunteer1@tempeaction.org) if you have questions.