

# Yavapai COLLEGE



## Volunteer Handbook

## **WELCOME!**

Yavapai College serves its students and the community at six locations, offering dozens of degrees and certificates that can lead to well-paying and fulfilling careers.

### **History**

The College was approved by voters in 1966 and broke ground on its first campus in Prescott in 1968. The Verde Valley Campus was founded in 1968. Now with six locations, the College recently celebrated its 50th anniversary in 2018.

### **Governing Board**

The Yavapai District Governing Board is comprised of five elected members representing district areas from across Yavapai County. The board meets regularly throughout the year and is tasked with making decisions that will support its three ends:

- Education
- Economic
- Community

In February 2019, Dr. Lisa B. Rhine became the tenth president of Yavapai College, bringing to the institution over 30 years of leadership experience across several leading colleges and universities in Ohio, Kentucky, and Virginia.

### **Locations**

Yavapai College has six distinct locations across Yavapai County, including campuses in Prescott and the Verde Valley. All six locations offer a variety of academic programs and services for students. *Learn more about each location at [www.yc.edu](http://www.yc.edu)*

- Prescott Campus
- Career & Technical Education Center (CTEC)
- Chino Valley Center
- Prescott Valley Center
- Sedona Center
- Verde Valley Campus

### **Academic Programs**

Dozens of degrees and certificates are available for students who are:

- A high school student who wants to earn college credit and get a head-start on earning a degree
- A high school graduate seeking an associate degree or certificate, or to earn credits to transfer to a four-year college or university;
- Looking to improve their skill set, get a new job, or advance in their current career; or
- Interested in learning a trade in a technical field.



## Make a Difference!

Our volunteers, who give of their time, energy, and skills are the lifeblood of our organization. This past year, countless **volunteers dedicated thousands of hours** to support the curriculum, membership, social, communications, at all YC locations. Over the years, Yavapai College volunteers have continued to enhance and enrich our campus, students, staff, and faculty with their wisdom, expertise, and vitality.

### **There are a wide variety of volunteer opportunities!**

- Athletic Events
- Career and Technical Education Center
- Chino Valley Agribusiness Center
- Community Education/College for kids
- Facilities
- Family Enrichment Center
- Information Technology
- Library
- Osher Life Long Learning
- Student Development
- Verde Valley Campus
- Campus Police & Safety

### **WHY VOLUNTEER?**

- Explore your strengths and use your skills and experiences to help others
- To give back to Yavapai College and the community
- Receive on-the-job training
- Develop new skills
- Networking opportunities
- Productive and valuable interaction with students, faculty & staff
- Meet new and interesting people!

### **A Yavapai College Volunteer should:**

- Be made to feel that the assistance they give is worthwhile and contributes to the overall success of the students, the College and the community
- Be treated with respect and consideration by all YC students, faculty and staff
- Be given a meaningful assignment in line with their areas of interest, skills, and if possible, convenience of location and available times
- Be given clear instructions, orientation, and any training necessary for volunteer activities
- Be given proper orientation to the work site with introductions to key personnel and information related to parking, storage of personal items, restrooms, and lunch facilities
- Be provided with direct support from faculty and staff

### **Time and Attendance**

All volunteers must sign in and out at their assigned college work site. All volunteer areas must have a daily volunteer sign-in sheet. For security and safety reasons, and in case of an emergency, college administrators need to know who is present on campus and why. Please remind volunteers to sign-in and sign-out each time they visit their department. Keeping track of volunteer hours also enables the College to evaluate our Volunteer Program and recognize the value of our volunteers.

### **Dress:**

Volunteers should dress professionally. However, individual departments may require specific attire.

### **Where to Report:**

The manager of the work area will inform all volunteers of their work assignments and reveal all pertinent information and where to report. Volunteers will be given clear instructions, orientation, and any training necessary for volunteer activities. There will be a safe and secure area where you may leave your purses, coats, sweaters, and other items. Volunteers will be given a suitable assignment in line with their areas of interest, skills, and if possible, convenience of location and available times.

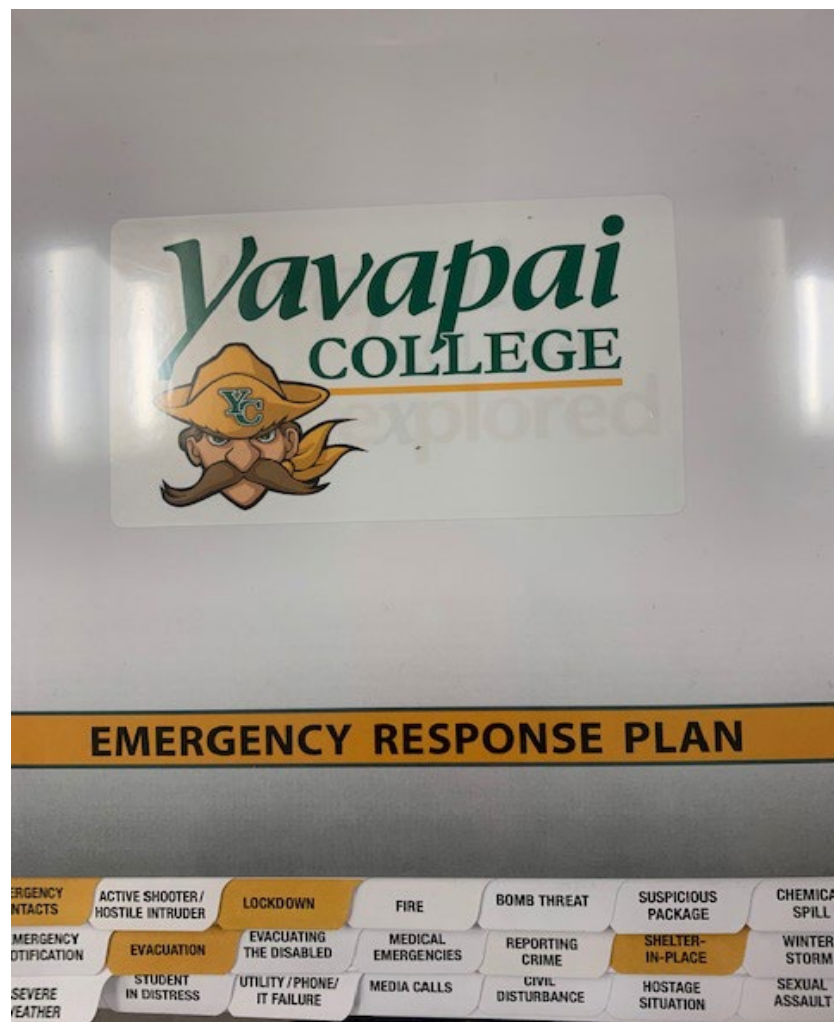
ALL volunteers *must park in the general parking area* (if applicable) and report to the manager. Please keep customer service in mind and refrain from parking in spaces closest to the work area. (Unless the space is considered necessary for the volunteer).

## Training:

The YC College has an Emergency Response Plan (ERP). This plan is for the protection, safety, and well-being of the staff, volunteers, and patrons of the YC College. It identifies necessary staff and volunteer actions during fire and other emergencies. A copy of this plan and other Safety Plans are available to all staff and volunteers at: <https://www.yc.edu/v6/facilities/risk.html>

All Volunteers are required to adhere to the policies and procedures outlined in this guidebook, unless otherwise instructed by management. Information in this booklet should be read fully before the volunteer begins and referred to as needed so that a consistent, professional, and uniform set of expectations and procedures will be followed. A common-sense application of the principles contained in this guidebook will ensure that you, our faculty, and our staff have the best possible experience at Yavapai College.

We are counting on all confirmed volunteers for an event to be there. If there is an emergency that forces a volunteer to cancel at the last moment, she/he shall notify the manager assigned asap.



## **Yavapai College Privacy Policy**

**Yavapai College does not ask for personal information unless it is needed and does not share it with outside parties except to comply with the law or protect their rights. Personal e-mail addresses are only used to communicate with volunteers. Personal information, such as a volunteer's home address, telephone number, date of birth, and e-mail shall not be distributed to other members without the member's express consent, and may not be used for marketing purposes or as a distribution list for commercial purpose or private gain.**

## **College Closures**

Yavapai College is committed to providing a safe environment for all students, faculty, staff, volunteers, and visitors. While Yavapai College makes every attempt to maintain normal operating hours, from time to time inclement weather or infrastructures emergencies may necessitate delays of closure of the College.

In these situations, the College President and Campus Police will make the decision at the earliest possible time to allow faculty, students, staff and volunteers to plan accordingly. In most instances the college status will be communicated by 5:30 am. The decision will be based on actual conditions and/or forecasts with safety as the primary goal.

Please keep in mind that the decision to travel to Yavapai College is always a personal one and if you are not comfortable traveling in adverse conditions you should notify your manager your choice to stay home.

Please note that while the College does consider the status of local school districts in its decision, Yavapai College's response is independent of other schools or business.

Because many travel from afar, closures and delays apply to all campuses and centers district-wide (if Prescott is closed, so is Clarkdale, Sedona etc.).

In all closure and delay situations, the announcement will be posted on the College's website and shared with local media. Mobile text alerts will be sent out to those who have registered to receive the alerts: <https://v5.yc.edu/webtools/apps/alertyc/>

**We hope you enjoy being a YC Volunteer.  
Thank you for your dedicated service!**



## **Applies to FEC Volunteers ONLY**

### **FINGERPRINT CARDS**

#### **Why do I need a Fingerprint Clearance Card?**

Arizona state law requires any person who participates in a teacher preparation program to obtain an "Identity Verified Print" (IVP) Fingerprint Clearance Card. Arizona school districts require that college students be fingerprinted before participating in field exercises at their schools.

#### **How long is my Fingerprint Clearance Card valid?**

Your Fingerprint Clearance Card is valid for six years.

#### **Where can I obtain a Fingerprint Clearance Card?**

Go to the following website <http://fieldprintarizona.com/> and follow the steps for enrolling, scheduling an appointment, and going to your appointment to have your fingerprints electronically scanned. Your card will be mailed to you in one-two weeks.

#### **Other than personal information, what else do I need to know in order to complete my application?**

When requesting your fingerprint clearance card, please make sure you specify you need the "IVP (Identity Verified Prints) Volunteer or Student" card under the "Why I need to be fingerprinted" section. Also, under the Sponsors section, choose "Teacher or Teacher Preparation Program."

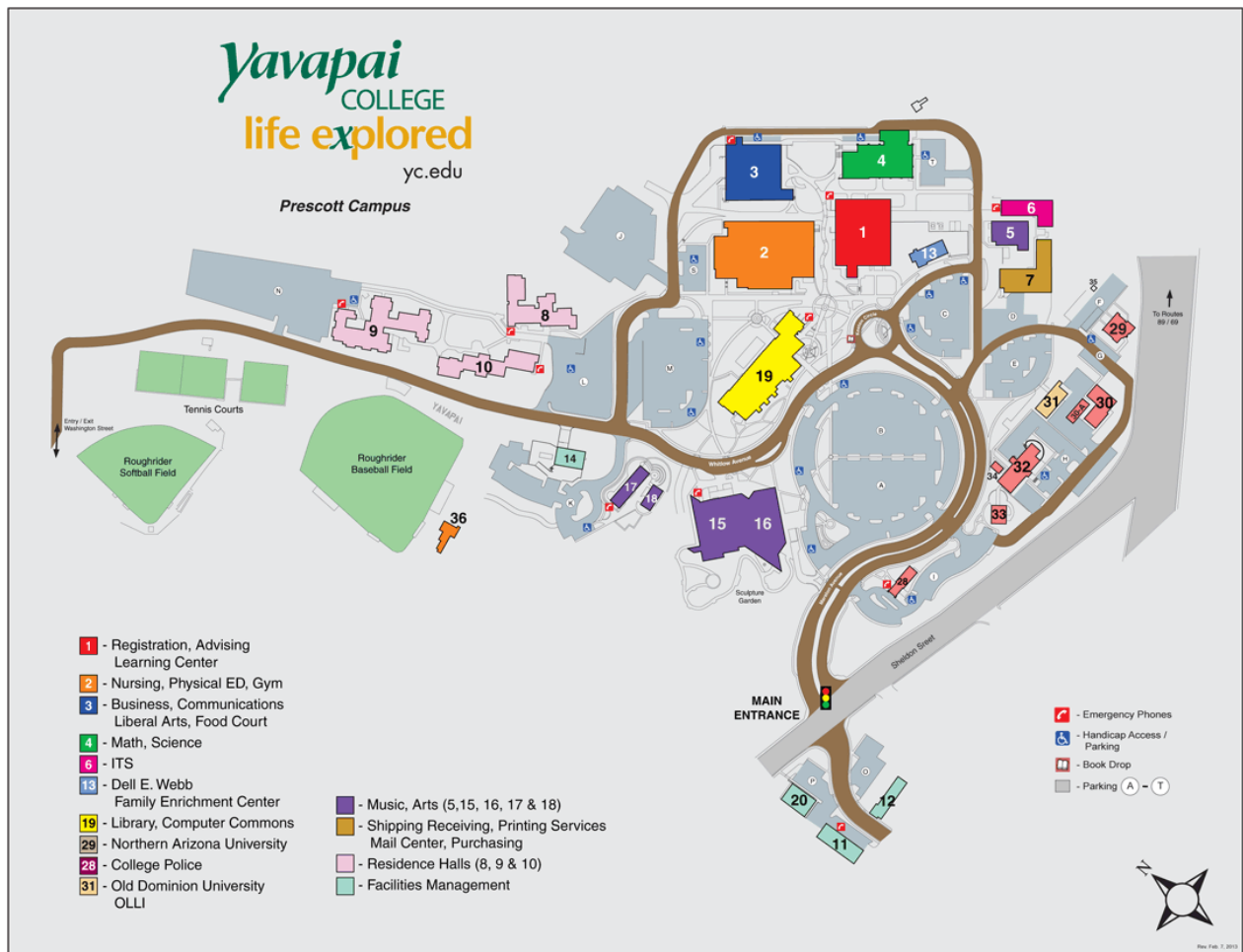
#### **Is there a fee?**

There is a fee for obtaining a Fingerprint Clearance Card. Please visit the website: <http://fieldprintarizona.com/>.

# CAMPUS MAPS

## PRESCOTT CAMPUS

1100 E Sheldon St, Prescott, AZ 86301  
(928) 445-7300

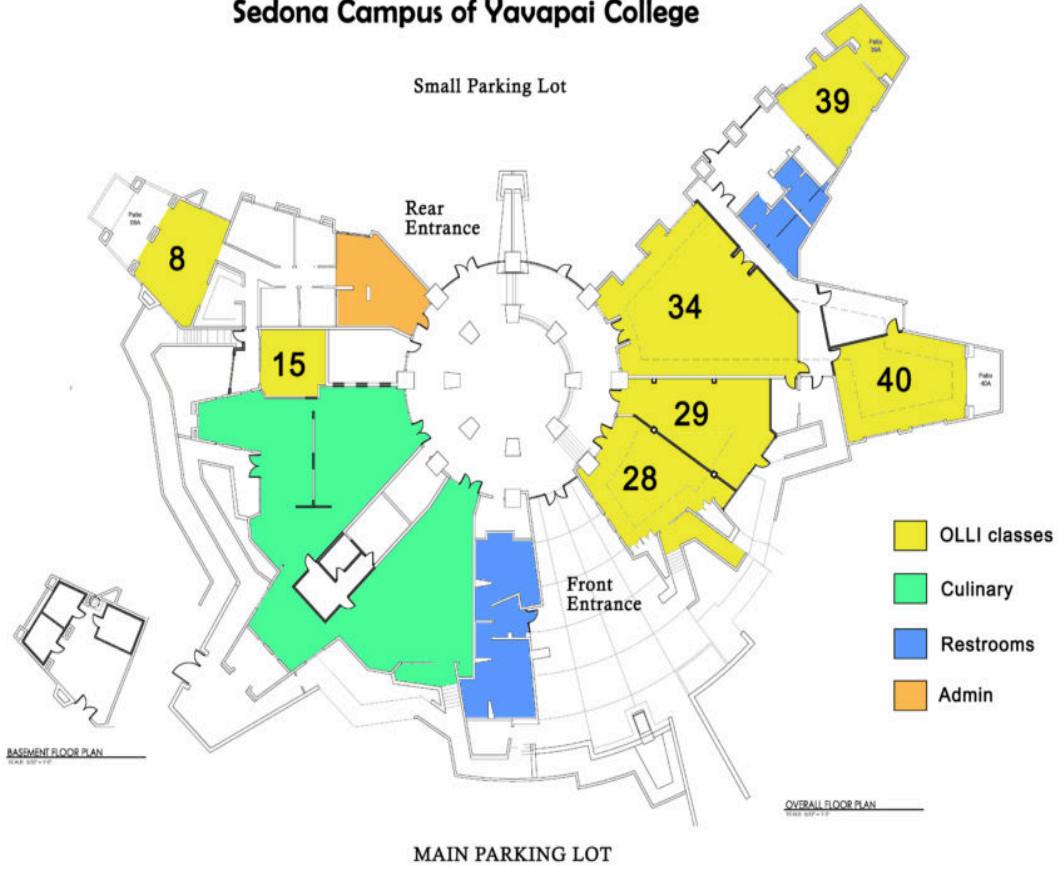




# SEDONA CENTER

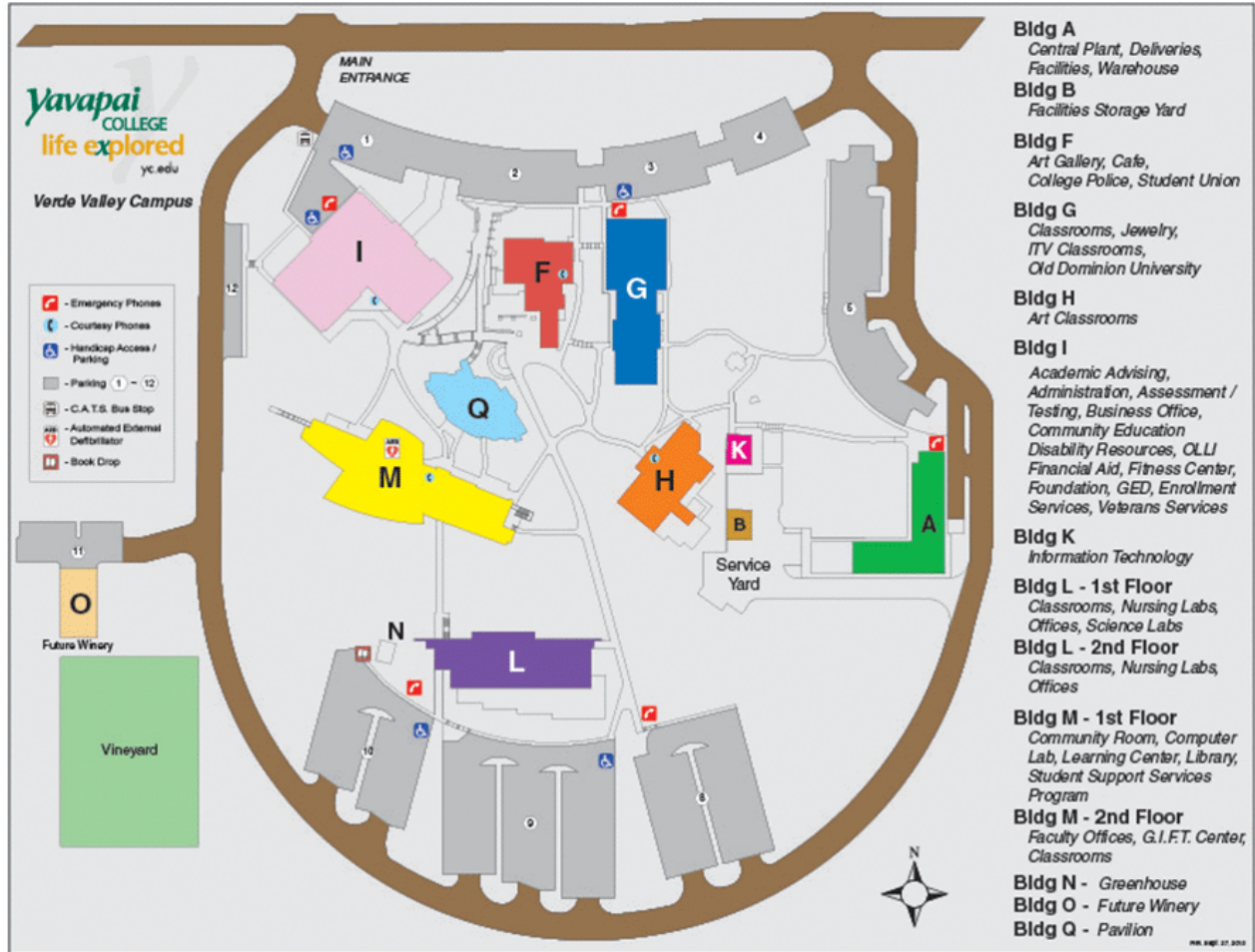
4215 Arts Village Dr, Sedona, AZ 86336  
(928 )649-4266

## Sedona Campus of Yavapai College



# VERDE VALLEY CAMPUS

601 Black Hills Dr, Clarkdale, AZ 86324  
(928) 649-4266



**Chino Valley Center**

2275 Ole Home Manor Drive, Chino  
928-717-7780



**Career Technical Education Center**

4215 Ruger Rd., Prescott, AZ 86301  
928-776-2002



**Prescott Valley Center**

3800 N. Glassford Rd., Prescott Valley, AZ 86314  
928-717-7911

