Risk Management

Volunteer of Record (VOR) Process Flowchart

Campus Representative completes the (VOR) Volunteer of Record

Return Volunteer

New Volunteer

Volunteer with Gap in Service – **"Livescan Require**d**"** — Yes → Volunteer must complete LiveScan – **"Livescan Required"**

No ↓

Campus Representative confirms Livescan Clearance with FHDA Campus Police

Will Volunteer Drive?

Yes ← (from Campus Representative confirms Livescan Clearance)

No ↓ (from Campus Representative confirms Livescan Clearance) → Campus Representative completes the DMV Driver Record of Release form with VOR form to request enrollment into DMV Pull Notice Program

Will Volunteer Drive? — Yes → Campus Representative completes the DMV Driver Record of Release form...

Will Volunteer Drive? — No ↓

Campus Representative submits VOR form to risk@fhda.edu for review

↓

All (3) sections of the VOR form must be completed including Livescan if required. — No → Incomplete VOR forms are **Returned** or placed on **Hold** pending Livescan status.

↓ (Incomplete VOR forms) Campus Representative resubmits VOR form to risk@fhda.edu.

All (3) sections... — Yes ↓

Risk Management reviews then approves VOR form, and notifies Campus Representative

Flow Chart VOR-10.2023