

Paperwork required to be **turned in prior** to your first volunteer session in a  
MSU Child Development Laboratory classroom

**Remember: MAKE COPIES OF YOUR PAPERWORK AND KEEP A PERSONAL SET**

**Volunteer:** *a person 16 years of age or older who is not a compensated employee of the center. All volunteers are supervised by a staff member. Supervised means someone is maintaining “line-of-sight” at all times. The only people allowed to be out of “line-of-sight” are families with their own children, Student Staff, and Student Teachers (HDFS 424).*

[Click HERE for a How To Guide](#)

**For ALL Volunteers**

(ex. Parents, HDFS 211 extra credit volunteer, One-time volunteer)

1. Mandated Reporter self-certification form
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**For MSU Students** coming into the classroom **2-4 times** to complete **class work:**

(ex. HDFS 322, MSU students)

1. Mandated Reporter self-certification form
  2. Department of Human Services Central Registry Clearance (renewed every 24 months)
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**For MSU Students** coming into the classroom **3+ times**

(ex. HDFS 320, HDFS 321, HDFS 424, Student Staff)

1. Mandated Reporter self-certification form
2. Department of Human Services Central Registry Clearance (renewed every 24 months)
3. Internet Criminal history check (ICHAT) (renewed every 24 months)
4. Signed Good Moral Standards form
5. Signed NAEYC Code of Ethics form
6. Proof of negative tuberculosis test (done within 1 year prior to volunteering)
7. Unofficial University Transcript (including current semester courses)
8. Confidentiality Statement

**Additional Documentation for HDFS 424 students and Student Staff only:**

9. Documentation of Blood-borne pathogen training (renewed every 12 months) *Blood-borne pathogen training PowerPoint and certification will be emailed to you prior to orientation.*
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**For Volunteers** coming into the classroom **3+ times**

(ex. MSU students)

1. Mandated Reporter self-certification form
2. Department of Human Services Central Registry Clearance (renewed every 24 months)
3. Internet Criminal History Check (ICHAT) (renewed every 24 months)
4. Signed Good Moral Standards form
5. Signed NAEYC Code of Ethics form
8. Confidentiality Statement

**For Volunteers** who are at the school **4 hours or more a week** the additional document is required:

6. Proof of negative tuberculosis test (done within 1 year prior to volunteering)

[Click HERE for a How To Guide](#)