



PROSPECTIVE VOLUNTEER HANDOUT Application and Training Checklist

*****This handout must be given to all prospective volunteers to complete training requirements*****

- Have you answered all questions in the application?
- Have you signed the application and forms in the volunteer packet and submitted it to the YMCA?
- Have you downloaded the Volunteer Emergency Procedure App (Crisis Plan) to your smartphone?
- Have you completed Child Abuse Prevention online training?

EMERGENCY PROCEDURES APP INSTRUCTIONS

1. How do I download the YMCA's Volunteer Emergency Procedure App?

- Go to the App Store on your smartphone.
- Search for "Crisis Plan".
- Download the Facility Dude Crisis Plan app.
- Once in the Facility Dude Crisis Plan App, click on the "+" at the top right of the screen to search for a specific plan.
- Type "YMCA Dallas" as the keyword.
- Download **YMCA Volunteer and Contractor Plan**.

2. What do I do if I don't have a smartphone?

A PDF version of the most current volunteer emergency procedures can be printed [here](#).

CHILD ABUSE PREVENTION TRAINING INSTRUCTIONS (20 MINUTES)

*****We know how busy you are but for our kid's safety, please complete this 20 minute module BEFORE volunteering*****

TO ENROLL

1. Go to website.PraesidiumInc.com/EnrollNow
2. Registration code: **ydallas9622**
3. Complete the form:
 - Organization: YMCA of Metropolitan Dallas – Volunteers
 - User ID: Enter MMDD of your date of birth.
 - Complete the rest of the self-registration.
 - Enter the branch where you volunteer (i.e. Park Cities, Rockwall, etc.)
 - Username and Password will auto-generate.
4. Select **"Click Here to Enroll"**.
5. Select **"Login"**
6. The home page will open with required courses. Click the title of each course to begin.

*Note: for the Know Your Policies course, a PDF will open in a new window. After you review the PDF close the pop-up window and select **"I Acknowledge"** to sign the code of conduct electronically.*

7. Select **"Exit"** and you will be returned to the home page.
8. To print your certificate click the orange **"Print Certificate"** button in the middle of the page.

To return to training later go to <http://website.praesidiuminc.com/LoginNow>