



KANSAS GUARDIANSHIP PROGRAM

**VOLUNTEER SCREENING PROCESS
THROUGH COURT APPOINTMENT**

Guardianship and conservatorship is a serious responsibility and undertaking. The KGP screening process is extensive. We reserve the right to decline a candidate in the screening process for any reason believed not to be in the best interest of the persons for whom the program provides services.

CONFIDENTIALITY STATEMENT

The volunteer will hold in strictest confidence all personal and business information received or accessed regarding the person receiving guardianship or conservatorship services. Such information will be divulged only to those directly connected with the person, and then only on a need to know basis in the furtherance of the wishes and/or in the best interest of the person. The volunteer will discuss these matters only with the people directly involved or consulted for their professional knowledge and expertise.

VOLUNTEER SCREENING PROCESS

- The required screening process for a prospective KGP volunteer includes:
- Completion of the Volunteer Information Form
 - Signed release of information authorization to conduct criminal history background and other background record checks
 - Six professional and/or character references
 - Personal interview with KGP staff
 - Written notification provided to the applicant when screening criteria is met

PROCESS TO COURT APPOINTMENT

The person receiving guardianship or conservatorship services and prospective guardian or conservator make an acquaintance to determine if abilities and interests of the person and those of the volunteer are suitable for nomination of the KGP volunteer for court appointment. The KGP formally provides information to DCF and KDADS to initiate the legal appointment. Ongoing information is provided to a volunteer throughout the nomination and appointment process.

TRAINING, MONITORING, SUPPORT AND ASSISTANCE PROVIDED

- The KGP provides:
- a volunteer training handbook for resource and reference
 - Basic Instructions for Guardians and Conservators* materials, as required by Kansas Law
 - a contractual agreement with the volunteer
 - availability of a monthly stipend for out-of-pocket expenses
 - oversight of written monthly reports of advocacy activities undertaken on behalf of the person
 - court reports and accountings forms
 - training, monitoring, information and support is provided to a volunteer throughout the duration of guardianship or conservatorship service

Volunteer Name _____ Volunteer Signature _____

KGP Staff _____ Date _____ Rev 4.2018