



SHELBY COUNTY DIVISION OF CORRECTIONS VOLUNTEER DEPARTMENT

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To: All Lead Volunteers
From: Paula Wilson, Supervisor Volunteer and Chaplain Services
Date: February 10, 2012
Subject: New Volunteer Orientation

Greetings and a Happy New Year! I hope all is well with you, your families and your organizations. As always, it's been a pleasure working with each of you and I look forward to another satisfying and rewarding year with you in 2012.

This year has already brought about new and exciting changes for the Division of Corrections and as we strive to become an institution driven by policy and "Best Practices", I am certain there will be many more changes, throughout the year, to come. With that said, please accept my apology for the delay in this year 2012 orientation schedule, part of the reason, is the Division's efforts to work towards improving the quality of training presented to staff and volunteers.

Please find the year 2012 Volunteer Orientation schedule and deadline dates below:

<u>Schedule</u>		<u>Deadline to RSVP</u>
Saturday, March 10, 2012	8:00 am – 12:30 pm	Friday, March 2, 2012
Saturday, May 5, 2012	8:00 am – 12:30 pm	Friday, April 13, 2012
Saturday, July 21, 2012	8:00 am – 12:30 pm	Friday, June 29, 2012
Saturday, September, 15, 2012	8:00 am – 12:30 pm	Friday, August 24, 2012
Saturday, November 10, 2012	8:00 am – 12:30 pm	Friday, October 19, 2012

Please be advised, trainings will be held on selected Saturdays at the Shelby County Training Academy located 993 Dovecrest Rd. 38134. All prospective volunteers must submit a completed application and clear a background investigation prior to being eligible to attend training. All applications must be received in office via email, mail or fax by 12:00 pm on or before the deadline dates for processing and approval and prior to reserving seating. Applications submitted *after deadline* will be considered for the next or following training dates, as listed above.

Applications can be obtained through our County website at www.shelbycountyttn.gov. Once online, click under the heading 'Departments' and scroll down to 'Corrections'. While on the Corrections page, click on the subtitle 'Volunteering' (located on the top far left side of the page), the application is in the 'Volunteer Instructions' folder. Applicants should type their responses and hit the submit button, the application is electronically submitted back to our office or applicants may print the application, fill in blanks and mail or email the form to the address listed below.

Lead volunteers are required to authorize any individual requesting to join their organization to become part of our volunteer program. The Lead Volunteer must *submit in writing* to our office, via email, mail or fax, their *full acknowledgment and consent* of the prospective volunteer submitted application, or the application will not be considered for processing. This measurement of accountability is to ensure Lead Volunteers are made aware and also approves the members affiliated with their organization.

Please contact me should you have questions or concerns and I look forward to serving you this year.

Paula D. Wilson,
Supervisor Volunteer and Chaplain Services

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