## **DCC Initiation Process**

## **Program Staff Requirements**

The University requires all volunteers to become Designated Campus Colleagues. (DCC). The process starts with the Program staff.

- 1. Program staff obtains the following information on each volunteer:
  - a. Gender (M/F)
  - b. First and Last Name
  - c. DOB
  - d. Email address

## Below is the form that should be filled out

2. Give to administrative staff in your office for forwarding to the appropriate person.

M/F	LAST NAME	FIRST NAME	BIRTHDATE	EMAIL ADDRESS	PROGRAM AREA	PROGRAM PERSON	COUNTY

It may also be found at each county website under Employee resources:

Yavapai - <a href="http://uacals.org/3av">http://uacals.org/3av</a>
Coconino - <a href="http://uacals.org/3aa">http://uacals.org/3aa</a>
Mohave - <a href="http://uacals.org/3ax">http://uacals.org/3ax</a>