

Excellent administrative tool for recording all your screening steps on one sheet (ideally also available as an electronic file) to track each and every step as the volunteers proceed through the screening and placement process. Keep this check list in the volunteer file for quick reference.

CHECK LIST FOR VOLUNTEERS

(For Office Use Only)

Name of volunteer: _____ Phone number: _____

Adult Student Teen

- Sent Recruitment Material Date _____
- Returned Application Form Date _____
- Attended Information Session Date _____
- Interview Date Date _____
- References Checked Yes No
- Letter of Confidentiality Signed Date _____
- Criminal Record Check Yes No
- Parental Acknowledgement Date _____
- Application Cancelled Date _____
- Attended Orientation Session Date _____
- Volunteer Service Assignment Yes No
- Letter of Welcome & Assignment Date _____
- Nametag Issued Yes No
- Uniform Issued Yes No
- Parking Pass Issued Date _____
- Data Entered in Computer Date _____
- Attend Program Specific Training Date _____
- Sign-In Sheet Explained Date _____
- Evaluation(s) Date Sent ____ Date Received _____
- Recognition: _____
- _____

Interview Notes:

PLACEMENTS

First Assignment Program: _____
First Assignment: _____
Assignment Location: _____
Day of Week: _____ Time of Day: _____
Flexible Shift: _____
Start Date: _____
Supervisor/contact Person _____

Second Assignment Program: _____
Second Assignment: _____
Assignment Location: _____
Day of Week: _____ Time of Day: _____
Flexible Shift: _____
Start Date: _____
Supervisor/contact Person _____

Third Assignment Program: _____
Third Assignment: _____
Assignment Location: _____
Day of Week: _____ Time of Day: _____
Flexible Shift: _____
Start Date: _____
Supervisor/contact Person _____

Placement Changes:

Letter of Inactivity Sent Date _____

On Hold Date Left _____ Date Returned _____

On Hold Date Left _____ Date Returned _____

Reason(s) For Leaving Volunteer Service:

Recommended for rehiring:

- | | | |
|---|------------------------------|-----------------------------|
| <input type="checkbox"/> Exit interview | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Volunteer evaluation | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Name tag returned | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Uniform returned | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Issued Parking Pass Returned | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Letter of Reference | Date Sent: _____ | |