

Volunteer Checklist

For Information Packet

Dear Prospective Volunteer:

Please fill out the top portion of this form and give it to the program director when you come to visit a youth program. This will enable us to stay in contact with you as you consider becoming a YFC Volunteer. Thanks!

Date _____

Name _____

Address _____

Phone #: home _____ work _____ E-mail _____

The Following Form For Office Use Only

- | | |
|---|------------|
| <input type="checkbox"/> Volunteer Received the Information Packet. | Date _____ |
| <input type="checkbox"/> YFC Received Completed Application. | Date _____ |
| <input type="checkbox"/> Given Volunteer Handbook | Date _____ |
| <input type="checkbox"/> References Checked. | Date _____ |
| <input type="checkbox"/> Background Check Submitted. | Date _____ |
| <input type="checkbox"/> Background Check Reviewed. | Date _____ |
| <input type="checkbox"/> Signed Handbook Acknowledgement | Date _____ |
| <input type="checkbox"/> Approved to Assume Responsibilities | Date _____ |
| <input type="checkbox"/> Denied to Assume Responsibilities | Date _____ |

Program Director Signature _____

Copies of all Volunteer Forms, including application, are to be filed with their Program Director and with the Administrative Assistant.