

Checklist for Volunteer Processing - Category 2

Action	Completion Date	Staff Initials
Volunteer application packet (VAP) is shared with prospective volunteer		
Completed VAP is returned to the extension office with all signatures		
Volunteer file is created, including the completed VAP, checklist for processing new volunteers, and all supporting materials		
Reference check #1 is made and results submitted		
Reference check #2 is made and results submitted		
Volunteer interviewed/interview questions are completed as part of the VAP for FCM and PPP		
Volunteer or designated staff person submits background check information for two required checks		
Volunteer or designated staff person submits CAN check information for required check		
Criminal Record Check results received		
CAN check results received		
Sex Offender check results received		
Agent & CPC program representative classifies file		
Client Protection committee meets and reviews volunteer application packet		
Agent & CPC Chair or program representative classifies VAP		
Volunteer or designated staff person submits paperwork in 4-H Online		
Letter of acceptance or rejection sent to volunteer		
Volunteer orientation completed		
Volunteer attends any necessary volunteer certification or accreditation programs		