

Volunteer File Checklist

On the following page is a Volunteer File Checklist which lists the documents you should have completed for each of your Foster Grandparents and Senior Companions.

If you have questions about any of the documents listed in the checklist, please contact your program officer.

Consider using this checklist to help you keep volunteer files organized and up to date.

VOLUNTEER FILE CHECKLIST

Volunteer Name: _____ Station: _____

Date Application Completed: _____

Start Date (Earning Stipend): _____

Date of Completion of New Volunteer Orientation: _____

Please initial and date each item when complete. Thank You.

ENROLLMENT Documents

- _____ Original Application
- _____ Coordinator signed seeing ID/Driver’s License
- _____ Proof of Insurance verified
- _____ Volunteer Authorization
- _____ Original Proof of Income
- _____ Beneficiary Form
- _____ Volunteer Orientation Sign-In Sheet & Agenda (Initial 20 hour orientation)
- _____ Volunteer Handbook (Received Date _____)

ANNUAL Updates

- _____ Current Physical (required annually)
- _____ Performance Evaluation (required annually)
- _____ Proof of Income for each subsequent year of service
- _____ Beneficiary Update Form
- _____ Proof of Insurance
- _____ Volunteer Assignment Plan (required annually)

Criminal History Check (CHC) Documents

Recommended File Structure: See [NHCSA Checklist](#) for full instruction on what documentation should be included for each component.

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| <ul style="list-style-type: none"> A. NSCHC Documentation Checklist B. Position Description C. Documentation of Start Date D. Verification of Identity E. Documentation of Consent F. National Sex Offender Public Website Results, including the dates conducted, documentation that results were reviewed and the results of any additional searches conducted G. State of Service Check, including documentation of dates initiated, source, results, and consideration of results | <ul style="list-style-type: none"> H. State of Residence Check, including documentation of dates initiated, source, results, and consideration of results I. FBI Check, including documentation of dates initiated, source, results, and consideration of results J. Accompaniment K. Documentation of Consideration of Results L. ASPs/Exemptions |
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OPTIONAL Documents

- _____ Original Photo & Social Media Release Form
- _____ Original Confidentiality Statement
- _____ School Related Documents