

Please check all that apply:	<u>New Volunteer Process Checklist:</u>
<input type="checkbox"/>	Inquiry received from potential Volunteer
<input type="checkbox"/>	Volunteer is referred to a DOC Staff Supervisor
<input type="checkbox"/>	DOC Staff establishes where the volunteer may serve
<input type="checkbox"/>	Volunteer completes LEDS form (provided by DOC Staff)
<input type="checkbox"/>	Volunteer sends completed LEDS form back to DOC supervisor
<input type="checkbox"/>	Superintendent or designee notified of criminal history for approval, as necessary
<input type="checkbox"/>	Volunteer escorted by staff for three visits
<input type="checkbox"/>	After third visit, supervisor meets with volunteer to complete the Position Description and Training Invitation Request form
<input type="checkbox"/>	Volunteer Program creates iLearn profile for volunteer
<input type="checkbox"/>	Volunteer receives e-mail notification to complete on-line training
<input type="checkbox"/>	Volunteer completes on-line training
<input type="checkbox"/>	Volunteer Program sends training invitation with confirmed date and location training session to Volunteer
<input type="checkbox"/>	Volunteer attends training
<input type="checkbox"/>	Week after training Volunteer Supervisor and Coordinator will be notified all training for the volunteer is complete
<input type="checkbox"/>	Volunteer receives volunteer manual via e-mail
<input type="checkbox"/>	Volunteer receives electronic application via e-mail
<input type="checkbox"/>	Volunteer completes and returns application via e-mail to VolProg mailbox
<input type="checkbox"/>	Volunteer Program processes application, notifies facility volunteer coordinator
<input type="checkbox"/>	Volunteer coordinator schedules facility orientation, fingerprints, and photo
<input type="checkbox"/>	Volunteer attends facility orientation and has fingerprints and photo taken
<input type="checkbox"/>	Eligible volunteer is issued an ID card
<input type="checkbox"/>	Volunteer is notified when ID card is ready to pick up at the institution
Please check all that apply:	<u>ONGOING:</u>
<input type="checkbox"/>	Annual Volunteer LEDS checks
<input type="checkbox"/>	Annual Sobriety Verification is submitted for 12-step Volunteers
<input type="checkbox"/>	ID cards renewed every three years for active volunteers