|  |  |  |  |
| --- | --- | --- | --- |
| Volunteer Name |  | Start Date |  |
| Volunteer Position |  | Department |  |
| Supervisor Name |  |

**Instructions**: This checklist is provided to assist the Supervisor in orienting new volunteers. After a particular topic has been covered, the completion date should be checked off on the column to the left. When the entire checklist is completed, the form should be filed in the volunteer file.

|  |  |
| --- | --- |
| **Prior to Arrival** | **Who is responsible** |
| * Discuss Covid-19 protocols and review Ranger Restart website <https://www.uwp.edu/rangerrestart/>
* Discuss youth protection protocols and reporting of child neglect or abuse [Title IX](https://www.uwp.edu/explore/offices/titleix/)
* If applicable, reach out to CTS to set up **DUO Training** <https://uwparkside.qualtrics.com/jfe/form/SV_8f5zulaaWax6ABL> and Solar Access.
* Supervisor will complete the following forms before a volunteer begins.
	+ Click on the link [Person of Interest/Volunteer Form](https://uwp.bplogix.net/form.aspx?pid=946ca522-e191-479d-a0c8-c67f807880ee&formid=d4ebe4b9-04d9-449b-b947-e1432675e322&forminstid=&tlid=&wfinstid=&prinstid=&linkwfid=&linkprid=&testmode=&nottask=&CTConfigure=&CTRun=&CTContainerFORMID=&CTContainerWFID=&CTContainerRULEID=&CTContainerPRID=&parsecontrols=&completepage=&completepageprompt=&completetext=&findtask=&INFOMSG=&caseinstid)
	+ Once submitted to HR, a Criminal Background Check (CBC) will be initiated and the volunteer will then receive an email from HireRight with instructions to follow. HireRight will generate the results and submit to HR.
	+ HR will notify the Supervisor once the Volunteer CBC results are in.
	+ *\*Volunteers do not need a I-9\**
 | Supervisor/ADA Support |
| * Once the CBC clears, HR will email the volunteer supervisor a template of the volunteer letter that will include:
* Start date (period of the contract)
* Department they will be supporting
* List of duties they will be responsible for
* Who they will be reporting to
* Once the letter is drafted by the Supervisor, the letter will be forwarded to HR and to Risk Management and Safety for review and approval.
 | hr@uwp.edu or Ext 2204 |
| **Department Arrival** | **Who is responsible** |
| * Once approved, the Volunteer Supervisor will email the letter to the Volunteer.
* The volunteer sign: the agreement, compliance acknowledgement and confidentiality statement and emailed to HR at hr@uwp.edu and placed in a file.
* Volunteer Supervisor will review expectations and accompany the Volunteer to the department.
 | Supervisor |