**Volunteer Training Checklist**

**Regular/Occasional Volunteer**

Review the following:

Confidentially Job Description

Dress Code Lunch Period/Break

Attendance Injury/Illness

Personal Phone Calls Cell Phone

Chain of Command for Concerns Discipline of Children

\*Probationary Period Grievance Procedure

Volunteer Discipline Policy Procedures for Reporting Suspected Child Abuse

\*Volunteer Evaluations In-kind Sheet

Universal Precautions Inclement Weather

Holidays Bathroom Policy

Schedule Hand Washing

Security System  Mission Statement

**\*Regular volunteer only**

Volunteer Name (Printed) Date

Volunteer Signature

Employee Providing Training Date