

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 4221 P-1/5430 P-2

VOLUNTEER PLAN CHECKLIST

Principals are instructed to use this outline to insure proper orientation and planning for volunteers.

VOLUNTEER'S NAME \_\_\_\_\_

Plan  
Component  
Completed

\_\_\_\_\_ 1. Specific volunteer tasks have been agreed upon.

\_\_\_\_\_ 2. A schedule has been made out for the volunteer.  
Dates and times are: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 3. The volunteer has been provided with the telephone number he/she should call when he/she will not be able to appear for regularly scheduled volunteer service.

\_\_\_\_\_ 4. The anticipated duration of service has been discussed.  
Dates discussed are from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ 5. Work areas have been discussed. Areas are: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 6. (a) Persons with whom the volunteer will work have been identified. They are \_\_\_\_\_  
\_\_\_\_\_

(b) The volunteer's immediate supervisor has been identified.  
He/she is: \_\_\_\_\_

\_\_\_\_\_ 7. An orientation meeting has been held with the volunteer and cooperating school employee.

\_\_\_\_\_ 8. The volunteer has been introduced to other school personnel.

\_\_\_\_\_ 9. (a) An evaluation plan has been made. It is as follows: \_\_\_\_\_  
\_\_\_\_\_

(b) Persons participating in evaluation have been identified. They

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 4221 P-1/5430 P-2

are: \_\_\_\_\_

\_\_\_\_\_ 10. (If applicable) The evaluation plan has been discussed with the volunteer and his/her employer, and a method for informing the employer of evaluative activities has been devised. The method is as follows: \_\_\_\_\_  
\_\_\_\_\_

Plan completed on \_\_\_\_\_ (date).

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 4221 P-1/5430 P-2

FERNDALE SCHOOL DISTRICT VOLUNTEER DIRECTORY

Dr., MISS, MR., MRS. \_\_\_\_\_  
  (LAST)  (FIRST)  (MIDDLE)

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  (ZIP)  (PHONE)

SCHOOL \_\_\_\_\_

AREAS OF INTEREST FOR VOLUNTEERING \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VOLUNTEERS WHO PLAN TO WORK ON A REGULARLY SCHEDULED BASIS ARE TO COMPLETE THE FOLLOWING:

COOPERATING TEACHER(S): \_\_\_\_\_  
\_\_\_\_\_

SUBJECT OR GRADE: \_\_\_\_\_

AGENCY WHICH EMPLOYS VOLUNTEER: \_\_\_\_\_

AGENCY PHONE NUMBER: \_\_\_\_\_

AGENCY SUPERVISOR: \_\_\_\_\_

Implemented                      10-01-82  
Revised                              09-09-96