**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