

Screening Checklist

- ☐ Received complete written/signed **Volunteer Application Form**.
- ☐ Received complete written/signed **Background Check Form**.
- ☐ Received signed **Code of Conduct Form**. (Be sure to give the volunteer a copy of this form for his/her records)
- ☐ Reviewed written application noting any concerns to be addressed in the interview.
- ☐ Checked intranet database to see if coach is certified/and if he/she has had a previous background check.
- ☐ Had a personal conversation with volunteer and attached **Personal Conversation Note Form** to Application
- ☐ Reviewed References (Using **Reference Check Form**).
Circle number: 1 2 3
(Attach notes to application)
- ☐ Received signed **Coaches Pledge Form**
- ☐ Sent Background Check to Jody Griffin for processing

Only turn in background check form to Jody.
All other forms should remain in a 'volunteer' file at your recreation center.