

**Checklist: Elements for an Effective Volunteer Program  
MCHS AmeriCorps Volunteer Wisconsin**

Nonprofit: \_\_\_\_\_

Staff Completing Form: \_\_\_\_\_

Date (Checklist Completed) \_\_\_\_\_

Have (X or N/A)	Document / Item	Last Updated
	Philosophy Statement of Volunteer Engagement	
	Written Position Descriptions	
	Written Policies (safety, insurance, expense reimbursement, medical requirements, general expectations, background check)	
	Volunteer Handbook	
	Application	
	Volunteer and Agency Agreement	
	Interview Process/Form	
	Reference Check/Form	
	Orientation Checklist/Outline	
	Training	
	Succession Planning – Desk Manual (Best Practices; key knowledge)	
	Volunteer Satisfaction Survey	
	Staff Assessment Survey on Volunteer Involvement	
	Reference Sheet	
	Volunteer Sign-In System (electronic or hard copy)	
	Criminal Record Check of potential volunteers including Permission to Perform Background Checks	
	Year End Report or other Annual Measurement	
	Evaluation Instrument for volunteers	
	Separate budget for volunteer engagement	

