



The New Volunteer Manager’s Toolkit Volunteer Engagement Program Evaluation Checklist

1. Currently prospective volunteers must complete the following to volunteer:

| | |
|-------------|---------------------------------|
| Application | Volunteer Handbook |
| Online | Handbook Acknowledgment |
| Paper | MOA/Agreement Letter |
| Interview | Non-Compete/Non-Disclosure Form |
| Orientation | Background Check |
| Training | Reference Check |
| Online | Other |
| Live | |

2. The following are not currently in use, but may be valuable to include:

| | |
|-------------|---------------------------------|
| Application | Volunteer Handbook |
| Online | Handbook Acknowledgment |
| Paper | MOA/Agreement Letter |
| Interview | Non-Compete/Non-Disclosure Form |
| Orientation | Background Check |
| Training | Reference Check |
| Online | Other |
| Live | |

3. The following may not be appropriate for the program, but should be investigated to minimize risk:

| | |
|-------------|---------------------------------|
| Application | Volunteer Handbook |
| Online | Handbook Acknowledgment |
| Paper | MOA/Agreement Letter |
| Interview | Non-Compete/Non-Disclosure Form |
| Orientation | Background Check |
| Training | Reference Check |
| Online | Other |
| Live | |

4. Prioritize new program components:

1.



2.

3.

4.

5.