Checklist for Processing New Volunteers

	1.	Volunteer Application Packet (VAP) is given to prospective volunteers.
	2.	Volunteer returns the completed VAP to the Extension Office.
	3.	Volunteer File is created, including the completed VAP, Checklist for Processing new Volunteers, and all supporting materials.
	4.	Submit information to Sterling Volunteers.
	5.	Submit information to KY CHFS for CAN Check.
	6.	Results from Sterling (Criminal Record and Sex Offender Registry) are stapled into the Volunteer Application Packet.
	7.	Results from Commonwealth of KY (Child Abuse Network) are stapled into the Volunteer Application Packet.
	8.	Contact references (and staple the results in the volunteer file). References may be checked by any of the following means:
	9.a.	In person
	9.b.	Electronically by e-mail
	9.c.	On-line
	9.d.	By US Mail
	9.e.	On the phone
	10.	*When the Volunteer File is complete*, the volunteer is interviewed. (At the agent's discretion, interview may be conducted in one of ways:)
	10.a.	by the agent
	10.b.	by the chair or program representative of the CPC with the agent
	10.c.	by the CPC with the agent
	11.	Completed file is reviewed by the Agent and CPC chair or Program Rep to be classified as "green," "yellow" or "red." The file includes:
	11.a.	Processing Checklist
	11.b.	Completed Volunteer Application Packet
	11.b.1)	Volunteer Position Description
	11.b.2)	Results of the Background Check
	11.b.3)	Reference letters
	11.b.4)	Results of the interview (include a copy of the questions and the volunteer's responses)
	11.b.5)	Kentucky Cooperative Extension Service Expectations for Volunteers form.
	12.	"Green" applications are accepted. Approval given by CPC.
	13.	"Yellow" and "red" applications are reviewed by the CPC. A decision is made regarding the suitability and acceptability of the applicant.
	13.a.	Volunteer is accepted.
	13.b.	Volunteer is accepted conditionally or for a probationary period.
	13.c.	Volunteer is rejected.
	14.	The CPC secretary reports to the appropriate program Council the names of applicants accepted as volunteers.
	15.	Agent sends a letter of acceptance or rejection to the volunteer.
	16.	Volunteer attends or participates in orientation.
	17.	Volunteer attends any required volunteer certification or accreditation programs