



**Arlington County Public Health
Volunteer Management System**



VOLUNTEER PROCESS CHECKLIST		VMS P5 Rev. 9/26/05
<p><i>The Volunteer Process Checklist is used by the ACPH-VMS to verify that all documents and procedures have been correctly completed. By ensuring all steps have been accomplished for you, we believe that your preparation for your assignment and future assignments is sufficient to respond effectively and safely in your assigned role.</i></p>		<p>REGISTRATION SUPERVISOR Distribution to ACPH volunteer and all desks of the Volunteer Processing Branch.</p>
Volunteer Name:		Volunteer ID #:
VOLUNTEER PROCESS STEP		VMS (initial and date when done)
ACPH-VMS orientation/acknowledgement		
Registration		
Credential verification		
VMS badge		
Assignment	<input type="checkbox"/> YES <input type="checkbox"/> NO Volunteers Awaiting Assignment	
Assignment brief		
Equipment issue		
Prophylaxis	<input type="checkbox"/> YES Details: <input type="checkbox"/> NO	
IMS badge (If provided at ACPH-VMS)		
Equipment return		
ICS/IMS supervisor evaluation		
Volunteer feedback		
Receipt for Volunteering		
<p><i>* This checklist should be kept in the volunteer's file from registration to out processing and is to be kept by ACPH-VMS at all times.</i></p>		