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| **VOLUNTEER FOLLOW-UP SHEET** |
| [Name of Parish or Diocesan Organization] |
| Immediate superior or person in-charge of the position  |  |
|  |
| Name |  |
| First Name |  |
| Address |  |
| Postal Code |  |
| Phone | Home: | Cell. : | Work: |
| E-mail |  |
|  |
| Volunteer Position: |  |
| Date of entry into service: |  |
|  |
| **SCHEDULE in accordance with volunteer's availability** |
|  | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Night |  |  |  |  |  |  |  |
|  |
| **Documents and Requirements Completed** |
| Submission of job description | Date: |
| Code of Ethics and Conduct submitted  | Date: |
| Code of Ethics and Conduct commitment form signed: | Date: |
| Completed application for criminal background check\*[[1]](#footnote-1) | Date: |
| Two pieces of identification (copies)\* | Date: |
| FOCUS ON THE VICTIMS OF ABUSE (VVA) awareness and training programme completed\* | Date: |
|  |  |
|  |  |
| Follow-up and monitoring |
| **Date** | **Description** | **Init.** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **COMMENTS** |

1. The requirements marked with an asterisk (\*) are mandatory for positions considered to be high-risk. [↑](#footnote-ref-1)