|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)