



## Checklist to Onboard a Volunteer

Volunteer Name: \_\_\_\_\_

Email: \_\_\_\_\_

Volunteer's Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Date(s) of Volunteer Service: \_\_\_\_\_

### Step 1: Request to Recruit

☐ Obtain approval from your supervisor to recruit a volunteer.

### Step 2: Volunteer Agreement Form

☐ Volunteer completes the [Volunteer Services Agreement form](#).

☐ Supervisor reviews, approves, signs the Volunteer Services Agreement.

☐ The signed Volunteer Services Agreement form is sent to Risk Management for processing.

### Step 3: Working with Minors or Vulnerable Adults (if applicable)

☐ Supervisor to contact HRS at x2269 or [hr@lcsc.edu](mailto:hr@lcsc.edu) to initiate background check.

☐ HRS emails the Background Check Authorization Form to the volunteer. HRS will notify the supervisor when the background check process has been completed.

☐ Supervisor to contact [Events and Conferences](#) at x 2644 or [ecc@lcsc.edu](mailto:ecc@lcsc.edu) to ensure required forms/trainings are completed for volunteers who interact with a minor. Events and Conferences will retain these forms.

### Step 4: Driving LC State Vehicles (if applicable)

☐ Notify [Public Safety](#) if the volunteer will be driving an LC State vehicle.

☐ Public Safety will instruct the volunteer to complete the [Vehicle Use Agreement](#), undergo a driver's background check, and complete required training.



### **Step 5: Volunteer IDs (if applicable)**

[ ] If requesting an LC State Volunteer ID card, approval from the appropriate VP/President is required.

- If approved, instruct volunteer bring documented approval to the SUB during normal business hours and speak with one of the SUB/Center for Student Leadership staff to receive the ID card.
- If using the fitness center, see the SUB information desk for waiver.

ID Termination Date:

Approval of president or VP: \_\_\_\_\_ Date: \_\_\_\_\_

### **Final Confirmation**

[ ] Supervisor confirms that all required forms are submitted to the respective departments.

[ ] All trainings and background/drivers checks (if applicable) are complete.

[ ] Volunteer is contacted by their supervisor and is authorized to begin service.

***All steps must be completed before the volunteer can begin service.***

**[Submit Completed Form](#)**