



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 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 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 If requesting an ...@lcsc.edu email address, notify HRS with the reason the email access is needed so that they can send the IT Security Tutorial and the FERPA Tutorial to the volunteer. , 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: _____

Step 6: Staff Email Access (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 hour

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.