

Volunteer Staff File Checklist Center

Name of Volunteer: _____ Start Date: _____

Rule .0102(51) "Volunteer" means a person who works in a child care facility and is not counted in staff/child ratio, does not have unsupervised contact with children, and is not monetarily compensated by the facility.

The following items must be present in each volunteer's personnel file.

Item	Due Date	Date Received/ Completed
<input type="checkbox"/> Verification of Age (Must be at least 13) (Eg. Driver's License or birth certificate)	Day 1	
<input type="checkbox"/> TB Screening or Test Results (Required if volunteer more than once per week)	Day 1	
<input type="checkbox"/> Emergency Information Form	Day 1	
<input type="checkbox"/> Health Questionnaire	Day 1	