# Appendix C.7 – Sample AmeriCorps Seniors FGP-SCP Enrollment Checklist

**ABC COUNTY Foster Grandparent/Senior Companion Program**

AmeriCorps Seniors Volunteer Enrollment Checklist

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | | | | Phone: | |  |
| Address: |  | | | | | | | | | |
| City: |  | | | | | | State | Zip: | |  |
| Date of First Call: | |  | | | | | Date Phone Interview: | | |  |
| Appointment Date: | |  | | | | | Appointment Time: | | |  |
| How did you hear about Program? | | | | |  | | | | | |
| Comments: | | | | | | | | | | |
|  | | | | | | | | | | |
| ID Verification:  (Photocopy) | |  | | Income Review  Date: | |  | | | | |
| Auto Insurance  Expiration: | |  | | Auto Insurance  Carrier | |  | | | | |
| NSOPW  Date Checked: | |  | | NSOPW  Result: | | No Hits, Approved to serve  Hits resolved \_\_\_\_\_\_\_\_\_\_\_\_\_  Not eligible \_\_\_\_\_\_\_\_\_\_\_ | | | | |
| FBI Fingerprint  Check Initiated: | |  | | FBI Check Results Date: | | No Hits Approved  Approved w/ Dir CS \_\_\_\_\_\_\_\_\_\_\_\_\_  Not approved w/Dir CS \_\_\_\_\_\_\_\_\_\_\_ | | | | |
| State Check Initiated: | |  | | State Check Result Date: | | No Hits Approved  Approved w/ Dir CS \_\_\_\_\_\_\_\_\_\_\_\_\_  Not approved w/Dir CS \_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Application Date | |  | Enrollment Date | | |  | | | Vol Number |  |
| ***Note:*** *Staff should sign and date CHC section check boxes. Steps for completing NSCHC must be in project’s written policy.* | | | | | | | | | | |

**Training:** *(Volunteers in training must be accompanied prior to CHC approval.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Date** | **Time** | **Trainer/ Accompaniment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

I have considered the results of the National Service Criminal History check in selecting this individual to serve.

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_