# Appendix C.9 – AmeriCorps Seniors Foster Grandparent/Senior Companion Volunteer File Checklist

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

\*\* Indicate with date that annual review has been completed

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date when completed for enrollment  | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
| **Section 1** |  |  |  |  |  |  |  |
| Volunteer Document Checklist |  |  |  |  |  |  |  |
| **Section 2** |  |  |  |  |  |  |  |
| Volunteer Application Form |  |  |  |  |  |  |  |
| \*\* Income Eligibility |  |  |  |  |  |  |  |
| Applicant Statement Background |  |  |  |  |  |  |  |
| Address Certification Form |  |  |  |  |  |  |  |
| Beneficiary Form |  |  |  |  |  |  |  |
| Emergency Contact Form |  |  |  |  |  |  |  |
| Volunteer Enrollment & Ins Form |  |  |  |  |  |  |  |
| Volunteer Release Form/Media |  |  |  |  |  |  |  |
| **Section 3** |  |  |  |  |  |  |  |
| NSCHC Documentation Checklist |  |  |  |  |  |  |  |
| NSCHC Component Assessment |  |  |  |  |  |  |  |
| Fingerprints Taken |  |  |  |  |  |  |  |
| Fingerprints Results |  |  |  |  |  |  |  |
| Driver’s License/Ins Card |  |  |  |  |  |  |  |
| NSOPR |  |  |  |  |  |  |  |
| State check (s) |  |  |  |  |  |  |  |
| NSCHC Consent Form |  |  |  |  |  |  |  |
| Murder Disclosure |  |  |  |  |  |  |  |
| **Section 4** |  |  |  |  |  |  |  |
| Confidentiality Agreement |  |  |  |  |  |  |  |
| Appropriate/Inappropriate Activities |  |  |  |  |  |  |  |
| \*\* Performance Reviews |  |  |  |  |  |  |  |
| Grievance Procedure Signature |  |  |  |  |  |  |  |
| Handbook Received Signature  |  |  |  |  |  |  |  |
| Pre-Service Orientation Sign-In |  |  |  |  |  |  |  |