## VOLUNTEER FLOW CHART



Background checks performed within seven days of orientation
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Cleared checks are stamped with date stamp in upper right and filed in office cabinet

Failed checks are notified by phone of disqualification. Unserious crimes (DUI) result in meeting with Exec. Director and character suitability interview and reference.

STATION VOLUNTEERS:
Scheduled for shift/duties with initial on-the-job training with VM

PROGRAM VOLUNTEERS:
PM emails them about
upcoming program
opportunities

ADMIN VOLUNTEERS:
Exec. Dir. or Dev. Dir. emails volunteers with specific needs as they arise

