

## Volunteer Checklist

Please complete this Volunteer Checklist for processing by the HRSTM office. This checklist will help to determine whether a background check or fingerprinting is required for the services rendered by the volunteer.

Please check Yes or No for each category below that applies to the volunteer.	Yes	No
Is the volunteer performing supplemental tasks that generally would not be completed without volunteer assistance?		
Is the assignment part-time, sporadic and of limited duration?		
Is the volunteer being used to eliminate the need for or take the place of paid staff?		
Will the volunteer interact with minors?		
Does the assignment involve "High Risk Volunteer Services"?		
<b>Check all that applies to the Volunteer's assignment.</b>		
Volunteering in laboratories or facilities in which biological, chemical materials, or other physical hazards are present.		
Providing professional services (accounting, coaching, construction, landscaping, etc.) or other services that involve financial or confidential matters.		
Travel of any kind or use of a college or personal vehicle for college business. <i>(If so, Driver Authorization, by HRSTM, is required for the use of a college vehicle.)</i>		
Services that involve access to minors or a vulnerable population.		
Repetitive or on-going services for a department or unit, such as mentoring.		
Any person serving as a Volunteer Coach.		
Volunteer will serve longer than 5 days (or 40 hours) in a calendar year.		

Name of the Volunteer:	Date:
Name of Supervisor:	MC ID#:

Return completed form to: Erica Bailey, M A  
 Montgomery College, HRSTM  
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 Send via email to: Erica.Bailey@montgomerycollege.edu