



## Checklist for Volunteers

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**This checklist applies to all volunteers external to the organization**

1. Read and comply with the National Volunteer Policy.
2. Complete all forms and comply with the standards outlined within them.
3. Read and comply with the information provided in the National Volunteer Handbook.
4. Attend training related to your volunteer opportunity.
5. Attend training related to the National overview of CFMWS.
6. Follow the volunteer opportunity “roles and responsibilities”.
7. Link up with a “buddy” (a CFMWS employee that is also volunteering for the same volunteer opportunity- if that is occurring) so you can have a more fulsome experience with CFMWS and gain additional knowledge first hand.
8. Report any incident and/or injury to your Volunteer Opportunity Manager/Assignment Supervisor as soon as possible.
9. HAVE FUN!

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