



QUEST - VOLUNTEER APPLICATION PROCESS:

Applicant name: _____

Phone: _____ Email: _____

Interests: _____

	DATE	QUEST CONTACT	NOTES
Vol. App. Received by Quest			
Assigned to interviewer:		To	Within 2 weeks of date interviewer is to be given contact information.
Contacted by Interviewer:		By	
Interview:		By	
Confirm Quest membership			All Quest volunteers must be Quest members in good standing
Code of Conduct, Abuse Policy, Confidential Agreement signed			
Police Letter: Personalize the Request letter and give to the applicant.			Applicant fills out form and takes it to Police. Note: Interviewer signs in place of Director if needed.
References checked		By	Two required
Refer Applicants name to Quest Contact		By	Virginia Eichhorn
Give file to Vol. Staff Inform: Volunteer Committee		By	
STAFF RESPONSIBILITIES			
Completed Police Letter received by Quest.		To	Applicant brings in copy of letter for Staff.
Update database		By	SUMAC
File documents		By	Application, Interview guide, Question sheet, References checked, Signed Code of Conduct and Abuse Policy. Completed Police Letter
Follow Up with Volunteer	2- 8 weeks after being placed	Note Date here	Make sure volunteer is being contacted and involved