This record can be used at the front of your paper file for your volunteer. It will provide you with a summary of what stage they’re at and any recent communication you’ve had with them. Depending on your process for getting volunteers started you may need to change the order.

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

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| **Step in Process** | **Date** | **Notes** |
| Enquiry received |  |  |
| Information Pack Sent |  |  |
| Application Form Received |  |  |
| References Sent |  |  |
| References Received |  |  |
| Informal Interview held |  |  |
| Disclosure check complete |  |  |
| Starting |  |  |
| Induction complete |  |  |
| Training 1 complete |  |  |
| Training 2 complete |  |  |
| Support session held |  |  |
| Leaving date |  |  |

**Log of contact**

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| **Date** | **Notes** |
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