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| **St. Paul District**  **Long Term Volunteer Checklist**  Project Site Volunteer Name | | | | | |
|  |  | Form | Date  Completed | Volunteer  Initials | C.R.  Initials |
| Pre Volunteer Service |  |  |  |  |  |
|  | Volunteer Application | Optional Form 301 |  |  |  |
|  | Volunteer Interview |  |  |  |  |
|  | Check References |  |  |  |  |
|  | Background Check |  |  |  |  |
| Administration |  |  |  |  |  |
|  | Volunteer Agreement | OMB form OF 301A |  |  |  |
|  | Volunteer Agreement Attachment |  |  |  |  |
|  | Volunteer JHA/PHA |  |  |  |  |
|  | Key Sign Out | DA Form 5513-R |  |  |  |
|  | Property Sign Out | ENG Form 4900-R |  |  |  |
|  | Issue Uniform |  |  |  |  |
|  | Recording Volunteer Hours | ENG Form 4882-R |  |  |  |
|  | Ranger and Volunteer Work  Schedules |  |  |  |  |
|  | Accident and Injury Reporting | ENG Form 3394  OSHA Form300, 300a, 301 |  |  |  |
|  | Medical treatment | CA-1 and CA-16 |  |  |  |
|  | Surety Bond (Fee Collectors only). Not required and Corps cannot pay for one. |  |  |  |  |
|  | VOLAC- See additional page for  requirements |  |  |  |  |
| Welcome Volunteer |  |  |  |  |  |
|  | Staff Introductions |  |  |  |  |
|  | Volunteer Introductions |  |  |  |  |
|  | Tour of Recreation Area |  |  |  |  |
|  | Title 36, Rules and Regulations,  Site Policies (furnish copy to volunteer) |  |  |  |  |
|  | Volunteer Handbook (furnish  copy to volunteer) |  |  |  |  |
| Orientation and Training |  |  |  |  |  |
|  | USACE Overview |  |  |  |  |
|  | Project Site Overview |  |  |  |  |
|  | Chain of Command (furnish  copy to volunteer) |  |  |  |  |
|  | Location; Hospitals, Area,  Grocery Store, Laundry mats, Post  Office |  |  |  |  |
|  | SHARP and EEO Slides |  |  |  |  |
|  | Safety Procedures |  |  |  |  |
|  | Issue PPE and PPE Checklist |  |  |  |  |
|  | Equipment |  |  |  |  |
|  | Defensive Driving |  |  |  |  |
| Post Volunteer Service |  |  |  |  |  |
|  | Volunteer Experience Evaluation |  |  |  |  |
|  | Exit Interview/ Evaluation |  |  |  |  |
|  | Annual Pass |  |  |  |  |
|  | Certificate | ENG form 4883 |  |  |  |
|  | Thank you letter |  |  |  |  |