EVENT CONTACT CHECK LIST

The following check list must be completed by the Event Contact, or her designee, for each individual wishing to be considered as a non-registered volunteer or guest for a specific event and who has not completed the steps to become a registered volunteer.

NOTICE: Non-registered volunteers and guests may only be engaged in low risk tasks. By way of example, but not as a means to exclude, a low risk task would not involve such activities as engaging with unsupervised children, handling property of significant monetary value, operating motor vehicles/equipment, access to client or embrella information, records, or data, or be engaged in financial transactions.

Please complete the following for each non-registered volunteer or guest:

- ☐ Review and describe tasks to be completed with the individual. For example: Unload food and refreshments from car; set up tables and chairs.

- ☐ Review and describe any risks or restrictions associated with the described tasks to be completed with the individual. For example: Must be able to lift 35-50 pounds; be sure to watch for any sharp objects.

- ☐ Determine whether or not the individual is capable of completing tasks assigned based on information provided by the individual; or, based on personal knowledge of the individual or other trusted person's recommendation. If the volunteer is unable to complete the tasks and embrella is not able to accommodate any special needs, volunteer is to be advised and volunteer services are not accepted.

- ☐ The individual provided photographic identification, to the Event Contact which verified the name they provided on the sign in sheet.

- ☐ The individual completed and signed the Volunteer Sign-In Sheet.

- ☐ The volunteer was informed that CP&P prohibits the publication of photos of children in foster care in any media, in order to protect their identities.

- ☐ All of the above steps were successfully completed to the satisfaction of the Event Contact and the Event Contact initialed the individual's entry on the Volunteer and Guest Sign-In Sheet.