Risk Check List for Volunteer Tutor Adult Literacy Program

Volunteers Check List:

☐ Complete and sign Application including at least 2 references
☐ Adult Volunteer Tutor Agreement- Reviewed and Signed
☐ Orientation: Drake conduct policies from Human Resources blueview website, employee tab
☐ Training in 2 UE modules e.g., Preventing Workplace Harassment or Drake’s online Harassment training and Sexual Misconduct --once course has been passed—Certificate of Completion is instantly available to print.

Volunteer Coordinator Check List:

☐ Create Volunteer Tutor Role with Expectations List –maybe what is on website
☐ Update Volunteer Tutor Application to include reference requirement and any other questions
☐ Signed Volunteer Tutor Application Received and Adult Volunteer Agreement Signed and Received
☐ Personal Interviews via in person or telephone conducted before hiring
☐ Reference checks conducted
☐ Criminal History Check at: https://www.iowacourts.state.ia.us/ESAWebApp//DefaultFrame?in=1
☐ Central Registry of Child Abusers Check at http://www.iowasexoffender.com/search
☐ Training in 2 UE modules e.g., Preventing Workplace Harassment or Drake’s online Harassment training and Sexual Misconduct A Manager’s Guide—Certificate of Completion is instantly available to print.