

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:** \_\_\_\_\_

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**

Date	Notes