Ohio State University Extension Potential Volunteer Processing Record

Record date in column as the item is completed for each volunteer applicant

Name	Position Description Provided Yes/No	Application Received	References Sent	References Received	Interview Conducted	Fingerprint Report Received	Standards of Behavior Form Received	Member/Service Recipient Protection Policy Reviewed	Notification Sent Accept/Deny	Participated in Orientation (date)

Adapted From: Screening & Selection: Iowa State University Extension to Youth and 4-H. (1997). Iowa State University, University Extension, Ames, Iowa.
Adapted By: Schmiesing, R.J. (2002). Ohio State University Extension, 4-H Youth Development. Columbus, OH.; Revised 2007