



Facility Name: _____ License Number: _____

Volunteer Name: _____

Volunteer Documentation Checklist

Create a record for volunteer and upload required documents in DELLT Staff Page:

- Completed OSSE volunteer appointment, separation form (signed and dated)
- Position Title and Job Description
- Coronavirus (COVID-19) vaccination card OR exemption letter approved by facility.
- Copy of Social Security Number (SSN) or Individual Tax Identification Number (ITIN) card
- Current Photograph (e.g., State issued photo ID)
- Field-Print Appointment Email
- Child Protection Registry (CPR) application only (if you have the CPR results letter upload it in the Compliance Tab in the Criminal Background Check section)
- Health Certificate completed on OSSE Health Form
- Health Information Form
- Verification of Orientation (Facility's policies and procedures)
- Completion of pre-service training or orientation training that addresses all components of emergency preparedness and response planning.

Center Director/Provider: _____ Date: _____

(Please sign to acknowledge that all required documentation has been verified and uploaded in DELLT)