Volunteer Name _____

VOLUNTEER CHECK-IN

OPD Security Pass Signatures   ____

Photograph   _____

ID Card   ____

Sensor Chip (if needed)   ____

OPD Security Pass signed by volunteer   ____
    Turn-in signed form to Fleets/Facilities____

Parking pass (if needed)   ____

Welcome packet
    Handbook   ____
    Time Sheets   ____
    License plate holder   ____

Fingerprinted (if needed)   ____

Tour   ____

Emergency data on file   ____

Volunteer entered into Microsoft Access   ____

Volunteer entered into computer time log   ____