



# Volunteer Appointment Tracking Sheet

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*This form is used as part of the volunteer application process. Volunteers and staff whose role it is to appoint adults to volunteer positions need to complete and submit this form to volunteer processing in order to move a volunteer's status to "active."*

- Please submit names only after all required steps for the individual(s) have been completed.
- Multiple names can be submitted on one sheet.

Date \_\_\_\_\_ Service Unit/Department \_\_\_\_\_ Name of person submitting form \_\_\_\_\_

Required for formal & informal						Required for formal only				
Last Name	First Name	Customer ID # (on VOL 7002)	Formal or Informal?	BC completed? Y/N	Registered member? Y/N	Interview date	Interview result	Signed agreement received? Date:	Appointed? Y/N	Position appointed

**Additional Comments:**

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