



### Volunteer Termination Checklist

Volunteer Name	
Location	
Supervisor	
Volunteer Position	
Start Date	
Termination Date	

#### *Voluntary Termination*

Document	Date	Person	Details
Verbal resignation			
Date of departure agreed upon			
Advise employees & volunteers			
Exit interview with direct supervisor			
All CCS property returned (if applicable)			
Removal of email & system access (if applicable)			
Checklist stored in volunteer file			
Volunteer inactivated in electronic files			

Termination Checklist Completed by:

\_\_\_\_\_ Date: \_\_\_\_\_

Print name

Signature

### ***Involuntary Termination***

Document	Date	Person	Details
1 <sup>st</sup> verbal warning given & recorded			
Notify Volunteer Resource Specialist and DCR			
2 <sup>nd</sup> verbal warning given & recorded			
Notify Volunteer Resource Specialist and DCR			
Termination letter written			
Date/time set to advise volunteer of termination			
Meeting to advise volunteer of termination by direct supervisor and Volunteer Resource Specialist or DCR			
Advise employees & volunteers			
All CCS property returned (if applicable)			
Removal of email and system access (if applicable)			
Checklist stored in volunteer file			
Block from volunteering in the future in electronic file			

Termination Checklist Completed by:

\_\_\_\_\_ Date: \_\_\_\_\_

Print name

Signature

**Reference:** Volunteer Termination Policy  
 CCS Progressive Discipline Policy  
 CCS Progressive Discipline Form  
 Volunteer Performance Appraisal  
 Volunteer Exit Policy

**Date Developed:** August 2015

**Date Approved:** November 2015