

Volunteer Counseling and Dismissal Checklist

(Name)

Prior to Making A Decision	Yes	No
Have you reviewed organizational policies and procedures related to volunteer issues?		
Do you have the individual's volunteer application and/or current enrollment on file?		
Have you considered multiple options for dealing with the volunteer's behavior or inability to fulfill their responsibilities as shared in training or in the form of a written position description?		
Documentation		
Have you carefully documented the situation in writing, describing the specific behaviors/actions that are unacceptable and stated a period of time for which the situation will be corrected?		
Does the documentation include the facts, as you believe them to be true?		
Have you documented all counseling sessions with the volunteer that relate to the issue?		
Does the documentation support specific violation of the volunteer Behavioral Guidelines, Volunteer Agreement, Working with Minors policy or guidelines for a sanctioned 4-H event?		
Do you have signed and dated documentation from other people who were involved in the incident?		
Taking Action		
Have you remained neutral in collecting information and documenting counseling sessions?		
Does the volunteer have knowledge of the issue or infraction?		
Have you allowed the volunteer to share his/her "side" of the issue?		
Does the behavior require counseling and education?		
Is the behavior severe enough to warrant dismissal?		
Is this decision consistent with other volunteer dismissals?		
Are you proceeding at an appropriate pace?		
Have you addressed the issue with the individual in a non-confrontational manner and taken steps to council them?		
Communicating Actions and Decision		
Have you arranged for a private location to meet with the volunteer?		
Have you consulted with your administrators?		
Have you considered who should know about the dismissal or corrective action?		
Does a prepared statement need to be developed?		
Have you prepared correspondence for the volunteer that clearly communicates future expectations or the actual dismissal of the volunteer?		