

Example Volunteer Check-In



	Improvement Required	Skill Building Area	Great	Outstanding	Not Applicable
This Volunteer signs up in advance for shifts and consistently shows up on time.					
This Volunteer keeps abreast of changes to the program by reading the bulletin board and/or email communiqués.					
This Volunteer appears interested in the program and shows they are motivated to continue with it.					
This Volunteer is easy to work with, accepts and provides constructive feedback and changes behaviour accordingly.					
This Volunteer is sensitive and considerate of others and interacts appropriately with children and the public.					
This Volunteer is knowledgeable about the program and competently completes assigned shifts.					
This Volunteer abides by break times and hours of shift.					
This Volunteer communicates clearly and audibly.					
This Volunteer adheres to the guidelines and ensures the safe handling of animals.					
This Volunteer takes initiative to better the program through constructive feedback or actions.					
This Volunteer actively engages guests and requires little or no supervision to perform assigned duties.					
This Volunteer adheres to the policies and procedures set out in the Volunteer Handbook.					

Further Comments & Feedback on Program:

Volunteer Name _____ Estimated hours in past year _____
 Coordinator/Program _____ Date _____

Volunteer Highlights

Commitment to Improvement

 Coordinator Signature

 Volunteer Signature