

College/University: _____

Date: _____

Points for Discussion/Training:

Member File Check: *(evaluation of at least 3 member files)*

- 1. _____ Status/Term: _____
- 2. _____ Status/Term: _____
- 3. _____ Status/Term: _____
- 4. _____ Status/Term: _____
- 5. _____ Status/Term: _____

___ In-Person Orientation Sign-in Sheet

Enrollment Paperwork

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___ Member Agreement signed on or before enrollment date
- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___ Contains complete site agreements
- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___ Tutor Policy Checklist (if applicable)
- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___ Criminal Record check complete
- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___ Sex Registry check complete
- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___ ID on file
- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___ Pre-Service Reflection Questionnaire

Timelogs

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___ Signed within 30 days of end of service month
- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___ Signed by current site supervisor
- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___ No cross-outs on timelogs

Exit Paperwork

- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___ Exit Form
- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___ Email notification for exit w/out award (if applicable)
- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___ End of Term Evaluation (signed)
- 1. ___ 2. ___ 3. ___ 4. ___ 5. ___ Civic Engagement Survey

 Campus Partner Signature Date

 SIS Staff Signature Date