

Volunteer Checklist

Name of Hire: _____ UFID: _____
 Regular/Occasional Service: _____ Start Date: _____
 Dept. Contact: _____ End Date: _____

Dept.	Admin.	N/A	Required Steps and Forms
			Review the Volunteer Coordination page
			Parental/Guardian Authorization for Treatment of Minors (under 18), if applicable
			Sample Volunteer Service Approval Letter Sample Volunteer Agreement
			Copy of driver's license
			Submit background check through First Advantage (basic)
			ePAF: Submit Person of Interest – POI Type: Volunteer (00014)
			Health Assessment Requirement: Job Duty Forms , Payment Authorization Form Detailed Information: Department Administrators and New Hires Date cleared: _____ (clearance one day prior to start date) Contact with Human Blood (if applicable): Bloodborne Pathogen Training in myUFL (Course #EHS850D) Animal Contact Form (if applicable) - Renewal exam every three years
			Required Training Courses: PRV800 – HIPAA & Privacy: General Awareness OOC101 – Compliance & Ethics: Doing Your Part for the Gator Good GET803 – Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention PRV802 – FERPA Basics PRV804 – Protecting Social Security Numbers & Identity Theft Prevention DEN003 – UFCD Code of Conduct Navigation: Go to myUFL Login and log in with your GatorLink username and password. Then go under My Self Service > Training and Development > My Training Enrollment > search course.