

Volunteer Risk Management Assessment Checklist

Best Practice	Yes	No	N/A
Volunteers complete an application form.			
Backgrounds, experience, and skills are carefully reviewed to match volunteers to appropriate assignments.			
Criminal background checks are conducted on all volunteers who work with children or other vulnerable populations in unsupervised or one on one situations			
Position descriptions are used for volunteer assignments.			
Position descriptions and volunteer applications have been recently reviewed by an attorney or other qualified professional.			
Volunteers are interviewed prior to being selected.			
Staff members responsible for interviewing potential volunteers are trained in proper interview techniques.			
Volunteers who drive vehicles are required to be properly licensed and their motor vehicle record has been reviewed.			
Volunteers are provided appropriate training for their assignments.			
The paid staff of the organization supervises the volunteers.			
Volunteers are not placed in situations in which a reasonable person would consider dangerous.			
Volunteers under the age of 18 are closely supervised and receive additional training			
Informed consent forms are used that are drafted to relieve the organization from inherent risks of certain activities, but that do not attempt to excuse the organization from responsibility for its own negligence			
When volunteers under the age of 18 are involved in an activity, parental consent forms are used.			
The organization has insurance to cover the acts, errors, and omissions of its volunteers. The organization understands the exceptions and limitations of its insurance coverage.			
Procedures are in place to respond to an accident or other incident involving a volunteer, including medical incidents, contacting family members, and completing an incident report.			
The risk management plan includes identifying our potential risk and implementing plans to avoid, reduce, and control those risks.			
The federal Volunteer Protection Act and its limitations have been reviewed with volunteers.			
The state laws that address volunteers and nonprofit organization liability have been reviewed and addressed in the risk management plan.			
If the organization becomes aware of, or is informed of a dangerous or potentially dangerous situation, immediate action is taken even if that requires removing a volunteer from an assignment.			

Total Number of "No" Answers: _____

Number of "No" Answers	Risk Level
< 3	Minimal Risk – Keep up the good work!
3 - 5	Moderate Risk - Consider reviewing your policies and procedures.
> 6	High Risk - Review your volunteer program and implement a volunteer policy that includes the Volunteer Best Practices (Doc 9).

Classes of Volunteers and Coverage

Class of Volunteer	N/A	Workers' Compensation Yes/No	Accident Policy Yes/No	Waiver Yes/No
Public Safety Volunteer				
Police Reserve				
Search & Rescue		(Must cover by WC)		
Firefighter				
EMT				
Ambulance Driver				
CERT Volunteer				
Elected Officials				
Appointed Boards				
Parks Volunteers				
Senior City				
Public Works				
Library				
Meals on wheels				
Drivers				
Community Service				
Inmates				
Juveniles				
Public Events				
Special Events				
Camping Hosts				
Community Gardens				
Other				