



# Training Checklist: Clerical

Volunteer: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Training Topic	Date Completed
SHIP orientation	
Review SHIP standards and policies	
Agency orientation, including review of agency-specific reference materials	
Attend a SHIP meeting	
Review Understanding Medicare Module	
Shadow SHIP coordinator to learn about: Active listening . . . . . Problem-solving . . . . . Tasks required by role . . . . .	
Shadow other volunteer CREW roles	
Become familiar with SHIP partners and acronyms	
Attend Basic Computer Training (as needed)	
Write-up short bio to be shared through agency newsletter	

Additional Volunteer Information	
Availability (circle): AM: Mon Tues Wed Thur Fri	PM: Mon Tues Wed Thur Fri
Special Skills: _____	
Language Skills: _____	
Able to Drive: _____	