

Orientation/Volunteer Checklist

(Hot Sheet)

CF/S-4 Revised 11/03

(mandatory)

Parents and other volunteers need to have an orientation to the Head Start Program prior to volunteering. This form documents that orientation and volunteer training was held and what content was reviewed.

1. Write in child's name and center he/she is attending.
2. Check off each area as it is covered in orientation.
3. Parent/Guardian or volunteer and Teacher sign and date the bottom of the form.
4. Give Parent/Guardian or volunteer the yellow copy of the form. File the white copy in the child/family file.