***NOTE: This template has been provided as a guide only. Please edit as necessary to reflect the requirements of your Club. Please delete this message prior to using this document.***

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| --- | --- | --- | --- |
| **Volunteer Name:** |  | **Length of Service:** |  |
| **Role at Club:** |  | **End Date:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **N/A** | **Useful Information** |
| **Has the volunteer been officially****thanked?** |  |  |  | *If not, note the actions required to comply with the**processes set by the club to thank and acknowledge the**contribution of a volunteer* |
| **Handover Report Complete** |  |  |  | *If not, ask for this to be completed by the volunteer* |
| **Documents/materials relevant to the role****returned or saved in accessible online location** |  |  |  | *Names of documents provided by the club**Any documents prepared by the role holder* |
| **Exit Interview Conducted** |  |  |  | *If not, detail why* |
| **Return keys/ID** |  |  |  | *If more than one item, note if all have been returned* |
| **Remove Signatory for Club Account(s)** |  |  |  | *Detail if any further actions required* |
| **Remove access to any online systems,****distribution lists or communication****groups eg. email, WhatsApp, FB** |  |  |  | *List relevant groups**Detail if any further actions required* |
| **Any expenses to receive or money due****back to the Club/Association** |  |  |  | *Detail if any further actions required* |
| **Returned Equipment** |  |  |  | *Include relevant items of equipment* |
| **Missing Equipment** |  |  |  | *Include relevant items of equipment* |
| **Permission to provide a written reference****in future if requested** |  |  |  | *Note if the volunteer indicates they might ask the club**for a reference for another role in future* |
| **Checklist completed by Club representative** | **Exiting Volunteer** |
| **Name:** |  | **Name:** |  |
| **Role:** |  | **Role:** |  |
| **Date:** |  | **Date:** |  |