***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.***

|  |  |  |  |
| --- | --- | --- | --- |
| **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:** | |  |