
FOR OFFICE USE ONLY!

_____ Enrollment Form Sent

_____ Enrollment Form Received
(Call for any missing data (DOB, station, etc.)

_____ Enter onto VR (profile and placement) by: _____

_____ HOURS: At Station: add name to Station Roster
 No Station: Create Individual Timesheet

_____ MILEAGE: _____ Send Supplier Form and Supp W-9 w/ Welcome Letter
 _____ Email to Supplier manager for Vendor ID#
 _____ Create Mileage Log

Station(s): _____

Job: _____

Volunteer Folder/Labels Created ____/____/_____

NOTES: