The 1-2-3 Policy Checklist

This checklist is to make sure nothing gets missed. Check off and date as each item is completed.

TRAINEE: ____________________________

COORDINATORS

MEMBERSHIP: ____________________________

TRAINING: ____________________________

PROGRAMMING: ____________________________

See 1-2-3 Policy for complete details.

☐ Training request received. Date:

☐ Membership verified. Date:

☐ Program Host Application received. Date:

☐ Training folder created with all documents. Date:

☐ Training and all documents completed. Date:

☐ Host Fee paid. Date:

☐ Programming Coordinator verifies completed documents. Date:

☐ Programming Coordinator contacts Host. Date:

☐ WOOL board approves program. Date:

☐ Programming Coordinator issues key codes. Date:

☐ Website Coordinator updates website. Date:

☐ Membership Coordinator updates database and archives folder. Date:

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