

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:*