

## Volunteer Support Plan

Complete the following chart to ensure that each volunteer has a designated support person and a plan for checking in regularly.

| Volunteer Position Title | Staff Partner/<br>Supervisor/<br>Volunteer Leader | Date of First Meeting to Define Expectations | Check-Ins<br>(How will you communicate and how often?) | Checkpoints Dates and Milestones |
|--------------------------|---|--|--|----------------------------------|
|                          |   |  |  |                                  |