

Procedure for Disengagement of a Volunteer

Volunteer Disengagement Checklist

	NO	YES
1. Is disengagement the last resort? a. Have all other options been considered? b. Could the volunteer be redirected? c. Could the volunteer be successful in another role?		
2. Does the volunteer have prior knowledge of the issue?		
3. Have you asked the volunteer to provide feedback?		
4. Have you moved ahead at an appropriate pace? Have you allowed time for feedback and to gather information?		
5. Have you accurately documented the situation? a. Does documentation include the facts as you believe them to be true? b. Does the documentation describe the specific behaviors/actions that are inappropriate? c. Does the documentation include previous counseling sessions with the volunteer related to the issue? d. Does the documentation support violations of the volunteer standards of behavior?		
6. Is this decision consistent with other volunteer disengagements?		
7. Have you reviewed organizational policies and procedures related to volunteer issues?		
8. Have you scheduled a private location to meet with the volunteer?		
9. Have you consulted with peers and/or administrators?		
10. Have you considered who should know about the disengagement?		
11. Have you prepared a statement?		
12. Have you prepared a correspondence to the volunteer that clearly communicates the disengagement and termination as a volunteer?		