

Project HOPE Volunteer Checklist

- ☐ **APPLY** Submit an application at www.projecthope.org/volunteer by clicking on "Apply Now"
 - Then click on "Opportunities" to browse current opportunities. Once you find one or more you're interested in, click on "Apply" under the opportunity.
 - Submit your application and CV/résumé (required).
- ☐ **MATCHING PROCESS** We will review your application to consider you for the volunteer opportunity of your interest.
- ☐ **PHONE INTERVIEW** If your skillset matches the opportunity, a member of our team will contact you to schedule a phone interview.
- ☐ **BACKGROUND CHECK** You will receive an email from our background check vendor asking you to follow instructions to submit a background check.
- ☐ **SUBMIT CREDENTIALING PAPERWORK** Once your background check report is received by our office (typically 2-7 business days), you will receive an email requesting your credentialing paperwork be securely uploaded to your profile, which includes a copy of your:
 - Passport bio page
 - Medical license (for healthcare professionals only)
 - Other certifications (if applicable)
 - Brief letter of professional recommendation attesting of your expertise and interpersonal skills
- ☐ **MEETING WITH FIELD OFFICE** You will have a Skype meeting with our local staff and partners to discuss the scope of work for your role as a volunteer. Objectives for the phone call include:
 - Introduction of the program and its current needs
 - Introduction of yourself and your level of expertise
 - Discuss scope of work and deliverables
 - Discuss logistics for your travel and stay
- ☐ **OFFICIAL LETTER OF ACCEPTANCE & FINAL SIGNATURES** Once you have successfully submitted your credentialing paperwork, you will receive an official letter of acceptance via email with the Project HOPE Volunteer Handbook and Volunteer Agreement attached for your review and signature.
- ☐ **SCHEDULE PHYSICAL EXAM** The Volunteer Agreement includes a required Medical Release Form to be signed by your primary care physician.
- ☐ **TRAVEL ARRANGEMENTS** At this time, you will book your flight or other travel arrangements and email us a copy of your itinerary.
- ☐ **PRE-DEPARTURE ORIENTATION** We will schedule a phone call with you to review our mission, the Volunteer Handbook and Agreement, expectations for your role and behavior, and answer any questions.
- ☐ **RECEIVE UNIFORM VIA FEDEX** You will receive a FedEx box with a Project HOPE hat, t-shirts, scrubs (if applicable), and nametag to wear during your volunteer service.
- ☐ **SHARE PHOTOS & STORIES** While serving, please stay in touch with our team and keep us posted with photos and stories or a link to a blog you may be writing.
- ☐ **COMPLETE POST-SERVICE SURVEY** Upon your return, you will receive an email with a link to complete a survey about your time as a volunteer with Project HOPE.
- ☐ **EXIT INTERVIEW** We will also schedule an exit interview with you to hear more about your experience.
- ☐ **APPLY TO A NEW OPPORTUNITY** Keep visiting our Project HOPE Volunteers Facebook page and our website for new opportunities to serve with us again!