

Purpose of form

Form 22VL008E (VOL-8) is used by the worker to request services from a volunteer and by the local volunteer coordinator to notify the worker of the disposition of the referral.

Instructions

The form is prepared in triplicate by the requesting worker.

The worker enters case identifying information, completes family composition and enters a brief, concise statement concerning the reason for referral.

The volunteer coordinator indicates:

- whether the request is accepted, and if not accepted, the reason;
- the name of the volunteer; and
- the date of the action and signs the form.

Routing

The worker initiating the referral routes an original and one copy to the volunteer coordinator. A copy is maintained in the case record.

The volunteer coordinator retains one copy of the referral. If the referral is not accepted, the original is returned to the worker with the reason for non-acceptance. If the request is accepted, the original is routed to the assigned volunteer and the copy to the worker. An additional copy is made and maintained by the volunteer coordinator.