



VOLUNTEER SERVICES DEPARTMENT
Return Checklist

Name: _____ Phone: _____ Email: _____

The following steps will need to be completed by you in order to return as a Volunteer at Kaiser Los Angeles Medical Center. This checklist is provided to you as a guide for you to follow to ensure a smooth onboarding and return to the hospital.

- ___ Completed Appropriate Return Survey
- ___ Attended Re Launch Safety Training Session
- ___ Completed Role Specific Training
- ___ Completed all required screenings and clearances (i.e. background check, Healthscreen)
- ___ All Pending Paperwork submitted (as indicated by Volunteer Office)
- ___ Badge and Meal Card Received and Activated by office
- ___ Schedule and Placement Completed and Received
- ___ Volunteer Welcome Back Gift Received
- ___ Volunteer Waiver Signed and Submitted

WELCOME BACK – WE MISSED YOU AND ARE SO GRATEFUL FOR YOUR HEART OF SERVICE.

If you have any questions about any of the return steps above, please contact us at volunteerservices-kpsunset@kp.org