



SCOUTS VICTORIA

VOLUNTEER COMMENCEMENT CHECKLIST

FORM A4

The Leader in Charge is to email this completed Checklist, along with any required forms, to Manager, People and Culture at peopleandculture@scoutsvictoria.com.au

● Volunteer details

Name of new volunteer:	
Position title:	
Location:	Start Date:
Date of investiture:	

The following items may need to be ordered/organised prior to commencement in the role

● To be ordered

Item	Tick if required	Form	Tick if form attached	Item	Tick if required
Name badge		M1		Building access card	
Business Card		M1		Printer card	
Credit card		NAB application			
Extranet access		EX1			

● To be issued

	Required Yes/No	Date of issue
State Scarf		
State Tape		
New certificate issued		
Scouts Victoria staff telephone list		

Actions to be completed:

● To be completed

Item	Completed	Comments
Communication drafted for Be Informed		
Email address organised		
New email address:		@scoutsvictoria.com.au

SCOUTS VICTORIA

EXTRANET ACCESS REQUEST



● Training

Training in the following areas will be arranged only where shown

	Date/Time	Trainer
Extranet		
Website		
Service Desk		
Network Drives		

Name of person submitting the request	
Position	
Date of completion	

Name of person completing request	
Position	
Date of completion (all items issued)	