



POST ACTIVITY REVIEW FORM

With all volunteers, you should consider how you would answer the following questions to determine whether or not they should be used again in the same volunteer capacity or whether they'd be suited better for an alternate form of volunteer duties. This should be part of your routine review of every volunteer or volunteer activity.

1. Did the volunteer follow instructions?
2. Were the volunteer's skills suited to the ministry for which he/she signed up?
3. Did the volunteer drive a motor vehicle as part of their ministry?
 - a. If yes, did they have adequate liability insurance coverage of \$100,000/\$300,000 on their vehicle?
 - b. Did they successfully pass the Motor Vehicle Record Check (MVR)?
 - c. Did they restrict their driving to ministry activities only?
4. Were there any volunteers that were not appropriate for the activity? If so, should keep a written record of this in parish files.