

Basic questions/requests you should use for starters when screening potential volunteers:

1. Ask the volunteer to contact you via their work email instead of a 'free' email account like gmail, yahoo, etc.
2. Request a resume or a URL for their LinkedIn account
3. Ask the potential volunteer to write a paragraph on why they want to volunteer for your organization.
4. Ask the potential volunteer for at least one reference you can speak with that is not a family member or close friend.
5. Have the potential volunteer provide the names of other organizations they have worked with before.
6. If they have volunteered for other organizations before, request a reference from the prior organization in addition to the one from #4.
7. Have them provide examples of how they helped the other organization(s) to grow or meet the organization(s) objectives.
8. If the volunteer is only working on a specific project, ensure there is a 'contract' that specifies the use of your organization's name to protect your branding and work.
9. Depending on the level of involvement of the volunteer in your organization, you may need a confidentiality/non-disclosure agreement regarding your organization's assets/property to protect yourself and the work of your organization.

This list is not all inclusive, but will provide a solid base for screening potential volunteers. Any person who does not wish to answer these questions is most likely a person you do not want representing your organization.