



Non-Medical Volunteer Checklist

This list is what Beaumont Student Heart Check recommends. It is only a suggestion.



Coordinators: Assign the following positions:

- event coordinator
 - in charge of directing the events of all other volunteers
- volunteer coordinator
 - directs medical staff to assigned areas
 - helps students and parents find their way around
- student logistics coordinator
 - manages the flow of students between the blood pressure station and exam rooms
 - explains to anxious students what tests are going to be done



Volunteers: Assign the following positions:

- check-in volunteers
 - greets parents and students
 - hands out and collects paperwork
 - files media releases and consent forms
 - creates folders for results and health history forms
- way finding volunteers
 - directs traffic in the event areas
 - shows parents to waiting and screening areas
 - points out where bathrooms are
- student volunteers
 - keeps students moving to the right areas
 - helps the medical staff with supplies
 - a good place to enlist volunteers is a school's National Honor Society and HOSA student group
- check-out volunteers (up to four)
 - ensures every part of a student's results form is filled out and signed by the cardiologist
 - photocopies forms and sends the full set of results with the student
 - sorts each student's files in one of three categories:
 - 1) Play, 2) Play But Follow Up, 3) Stop*****If the designation is "Stop," the volunteer makes sure parents see the cardiologist before they leave.**