# New Member Intake Checklist

Member name: ___________________________ Completion Date: ________

Please complete these four steps to become an active Unit Member:

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
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| 1    | Complete WEAVR (https://weavrwi.org/) Profile to 100%  
      | Review electronic or hard copy of MRC Volunteer Handbook for member requirements. Sign and return the Handbook Signature page once review is complete.  
      | Complete the Unit MRC Orientation PowerPoint & submit answers to Post-Test questions – 20-30 minutes  
      | Review and sign MRC Member Position Description and Expectations |
| 2    | Read, sign and return HIPAA/Confidentiality Agreement  
      | Read, sign and return Background Check permission form to bhanson@lacrossecounty.org  
      | Provide photo for ID badge  
      | Send jpg or gif format to: bhanson@lacrossecounty.org |
| 3    | Establish TRAIN account https://wi.train.org/DesktopShell.aspx  
      | Access unit calendar (http://www.getactivelacrosse.org) for events/training |
| 4    | Obtain Photo ID/Volunteer t-shirt from Unit Coordinator or Membership Section Chief |

**OPTIONAL**

- Complete a Public Health Orientation  
  *(with your local or La Crosse County Health Department)*
- Establish a WI Emergency Management training portal user account https://www.trainingwisconsin.org/index.aspx
- Complete a Family Preparedness Plan. Utilize this template to start.
- Complete registration for American Red Cross Online Training

*Members must complete 10 hours of participation annually to remain an ACTIVE member.*

Please note: If you experience difficulty accessing these documents through these links, go to http://www.getactivelacrosse.org/volunteers/medical-reserve-corps/ for direct access.

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