



# Greater La Crosse Area Medical Reserve Corps

## New Member Intake Checklist

Member name: \_\_\_\_\_ Completion Date: \_\_\_\_\_

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

1	<input type="checkbox"/> Complete WEAVR ( <a href="https://weavrwi.org/">https://weavrwi.org/</a> ) Profile to 100%
	<input type="checkbox"/> Review electronic or hard copy of <a href="#">MRC Volunteer Handbook</a> for member requirements. Sign and return the <a href="#">Handbook Signature page</a> once review is complete.
	<input type="checkbox"/> Complete the <a href="#">Unit MRC Orientation PowerPoint</a> & submit answers to <a href="#">Post-Test</a> questions – 20-30 minutes
	<input type="checkbox"/> Review and sign <a href="#">MRC Member Position Description and Expectations</a>
2	<input type="checkbox"/> Read, sign and return HIPAA/ <a href="#">Confidentiality Agreement</a>
	<input type="checkbox"/> Read, sign and return <a href="#">Background Check permission form</a> to <a href="mailto:bhanson@lacrossecounty.org">bhanson@lacrossecounty.org</a>
	<input type="checkbox"/> Provide photo for ID badge Send jpg or gif format to: <a href="mailto:bhanson@lacrossecounty.org">bhanson@lacrossecounty.org</a>
3	<input type="checkbox"/> Establish TRAIN account <a href="https://wi.train.org/DesktopShell.aspx">https://wi.train.org/DesktopShell.aspx</a> Access unit calendar ( <a href="http://www.getactivelacrosse.org">http://www.getactivelacrosse.org</a> ) for events/training
4	<input type="checkbox"/> Obtain Photo ID/Volunteer t-shirt from Unit Coordinator or Membership Section Chief
<b>OPTIONAL</b>	
	<input type="checkbox"/> Complete a Public Health Orientation (with your local or La Crosse County Health Department)
	<input type="checkbox"/> Establish a WI Emergency Management training portal user account <a href="https://www.trainingwisconsin.org/index.aspx">https://www.trainingwisconsin.org/index.aspx</a>
	<input type="checkbox"/> Complete a Family Preparedness Plan. Utilize <a href="#">this template</a> to start.
	<input type="checkbox"/> Complete <a href="#">registration for American Red Cross Online Training</a>

***\*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.