

# Document Checklist

## Keep on File for DCS Staff and Volunteers

All DCS copies should be shared through a Google Drive folder. Coordinators will receive an invitation from DCS to their trip's folder. **Access is for coordinators only.**

DOCUMENT	ACCESS
<b>Pre-Departure form</b> that covers the addresses of your volunteer sites, housing, as well as a contact at your site who may be reached in case of an emergency	You and DCS
<b>List of volunteers</b> , including their health and emergency contact information	You and DCS
<b>Itinerary</b> that lays out your schedule – when you're leaving, returning, what airline you're using	You and DCS
Copies of written <b>proof of insurance</b> and a valid <b>driver's license</b> for anyone who will be driving	You
If traveling internationally, <b>copies of all passports</b>	You and DCS
<b>CORIs</b> for programs with children under 18 or other vulnerable populations	You
<b>Sign-in/sign-out log</b> that tracks where all participants and volunteers are during all of your program hours	You
<b>Incident report</b> of any accident that occurs at a program site	You
<b>DCS Waiver of Liability</b> form signed by all participants (and their parent or guardian, as applicable)	You and DCS
<b>Trip consent form</b> signed by all participants (and their parent or guardian, as applicable) - this includes safety policies and code of conduct	You and DCS
<b>Community Service and Learning Agreement</b> , to be completed with trip coordinators, trip partners, and the Department of Community Service Director or Grad Assistant	You and DCS
<b>Waivers required by your partner</b> , if applicable	You