



Member Files Checklist

- 1. Member application (From eGrants when member first applied)
- 2. Updated and complete Member information page from eGrants
- 3. Member Enrollment Form (from eGrants – edit member info – print pages)
- 4. Photo ID
- 5. High School Diploma or GED (if not self-certified on enrollment form)
- 6. Parental Consent form - Completed (Only if member is age 17)
- 7. Member Service Agreement
- 8. Position Description
- 9. Media Consent form
- 10. Healthcare Enrollment Form (Only for FT members)
- 11. Childcare enrollment form (Only for FT members)
- 12. Criminal History Authorization Form
- 13. National Sex Offender Public Website (NSOPW) report
- 14. FBI Background check report
- 15. State of Illinois Background Check Report
- 16. Additional State Background Check report – if required
- 17. Notation is required if ANY results come back on state or FBI background checks
- 18. W4 Tax Document copy (These can be found online through Google)
- 19. Member timesheets including accompaniment documentation if applicable – can be viewed electronically
- 20. Member discipline documentation
- 21. Midterm Evaluation
- 22. End of Term Evaluation
- 23. Member Status Change Request Form
- 24. If a member served a previous term, documentation of a satisfactory exit must be saved in the current year's file as well as the original term's file.