



# General MFP Reappointment Timeline & Tasks

<p><b>April</b></p>	<ol style="list-style-type: none"> <li>1. Send email reminders to volunteers to catch up on logging hours</li> <li>2. (optional) Send paper letters to MFPs short on hours <ul style="list-style-type: none"> <li>• Sample mail merge letter &amp; Excel data file on Coordinator Website</li> </ul> </li> <li>3. Watch reappointment training recordings on MFP Coordinator Site</li> <li>4. Decide how to handle insurance payments in your program: Individual pay? Local program pays for all? Local program pays for volunteers who completed minimum hours?</li> </ol>
<p><b>May</b> <i>beginning</i></p> <p><i>end</i></p>	<p>Reappointment Quiz &amp; Prep for Reappointment Forms</p> <ol style="list-style-type: none"> <li>1. Send study guide &amp; quiz questions to volunteers</li> <li>2. Create reappointment tracking log <ul style="list-style-type: none"> <li>• Sample tracking log on MFP Coordinator Site</li> </ul> </li> <li>3. Prep for reappointment</li> <li>4. VMS: Change Trainee Achievement to First Year MFP so the reappointment forms show up on their home page (<i>make a note in the Comment section in the trainee's profile</i>)</li> <li>5. VMS: double check start dates included in all MFP &amp; Trainee profiles</li> <li>6. Send reappointment process instructions to MFPs <ul style="list-style-type: none"> <li>• Sample email to this year's students on MFP Coordinator Site</li> <li>• Sample email to existing MFPs on MFP Coordinator Site</li> </ul> </li> <li>7. Update tracking log with test status &amp; identify those with minimum hours met</li> </ol>
<p><b>June</b> <i>Weekly</i></p> <p><i>end</i></p>	<p>Reappointment month</p> <ol style="list-style-type: none"> <li>1. Check quiz completion status; update tracking log</li> <li>2. Run 2 sets of hours reports and update tracking log <ul style="list-style-type: none"> <li>• First Year MFPS (first day of training to end of June)</li> <li>• MFPs (July-June)</li> </ul> </li> <li>3. If collecting insurance payments, update tracking log</li> <li>4. Call/send reminder to those who didn't complete all reappointment steps; are they continuing?</li> </ol>
<p><b>July</b> <i>beginning</i></p>	<p>Close out reappointment process</p> <ol style="list-style-type: none"> <li>1. For MFPs who did <b>not</b> complete hours or quiz: <ul style="list-style-type: none"> <li>• Change status to inactive</li> <li>• Remove from Collaborative Tools groups and any other project groups</li> <li>• Send paper letter of status change; sample on MFP Coordinator Site</li> </ul> </li> <li>2. Follow up with any stragglers to finish all parts of reappointment</li> <li>3. Submit reappointment list for approval to County Director</li> <li>4. Send status change and short hours letters as needed: resigned/dropped, to/from LAS, Honorary (personalize them to thank them for their accomplishments in the program)</li> </ol>
<p><i>after CD approval</i></p>	<ol style="list-style-type: none"> <li>1. VMS: For any volunteers who changed their <b>Achievement</b> <ul style="list-style-type: none"> <li>• For current Trainees with temporary status changed, change status back to Trainee</li> <li>• First Years MFPs to MFP (for previous year's students)</li> <li>• MFP to Gold Badge (if using)</li> </ul> </li> <li>2. VMS: For any volunteers who changed their <b>Status</b> <ul style="list-style-type: none"> <li>• Active to Limited Active Status or Inactive/Resigned or Honorary <ul style="list-style-type: none"> <li>○ For Inactive/Resigned &amp; Honorary: clear Interests and Preferences tabs in Roster Profile</li> </ul> </li> <li>• Limited Active Status to Active or Inactive/Resigned or Honorary</li> <li>• For inactive MFPs from <i>previous</i> year, Inactive/Resigned to Deleted</li> </ul> </li> <li>3. Remove inactive members from Collaborative Tools groups and any other project groups</li> <li>4. Send Deleted list to Office Fingerprinting Contact (or directly to <a href="#">Kimberly Rodegerdts</a> to submit to DOJ as NLI (No Longer Interested) Note: if these volunteers ask to return to active status later, they will need to be re-fingerprinted</li> <li>5. Confirm active member count and account number with statewide office for insurance billing</li> </ol>