

**APPENDIX BB – RESPONDER CHECK-IN/CHECK-OUT LOG – TEMPLATE**

The following template was created to record volunteer participation in MDRMRC deployments (both emergency and public health event). Unit Administrators should use this template or a similar document to track volunteer check-in and check-out during a volunteer deployment.

### Volunteer Check-in/ Check-out Log

MDRMRC Responders MUST fill out this form each time they arrive and leave a volunteer assignment.

Site: \_\_\_\_\_ Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print)	Signature	Time In	Time Out	Assignment