

SVdP Indy: Intake Clerk Training

Thank you for volunteering as an Intake Clerk. As the first point of contact for our shoppers, you help create an inviting environment. We want to ensure that you are fully supported and equipped to welcome our neighbors. Whether this is your first time or you've been serving for years, this training will provide you with the tools you need to successfully complete the intake process.

Step 1: [General Intake](#)

Step 2: [Express Lane](#)

Step 3: [New Client](#)

Step 4: [Proxy, Returning Client](#)

Step 5: [Proxy, New Enrollment](#)

Step 6: [Diaper Program, Returning](#)

Step 7: [Diaper Program, New Enrollment](#)

If you have completed all the steps, please reach out to our volunteer services team at volunteers@svdpindy.org. We are so grateful for your choice to serve with SVdP Indy.