Volunteer Orientation Checklist

# Volunteer Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Welcome, Introduction & Tour

* Welcome volunteer & introduce to staff
* Review organizational mission & current programs
* Tour premises
* Volunteer’s work area
* Rest rooms
* Coffee/break rooms
* Emergency exits
* Parking
* Volunteer Hours – plus opening & closing times

# Review Administrative Procedures

* Phone usage
* Building access
* Copies/mail
* Assign an e-mail address
* Intranet & internet usage & access
* Proprietary software
* Review Key Policies and/or Handbook

# Review Key Policies and/or Handbook

* Ethics Policy
* Harassment Policy
* Information Technology Policy
* Personal conduct standards
* Emergency procedures
* E-mail & internet usage
* Safety & security
* Dress code