

Orientation Checklist*

Before the volunteer(s) arrive(s):

- Prepare paid staff.
- Assign a one-on-one mentor.
- Set up the video presentation and/or confirm date and time with speakers.
- Collect necessary items (handbook or manual, I.D. tags, etc.).

On arrival:

- Welcome the volunteer(s).
- Introduce the volunteer(s) to the staff (paid and volunteer).
- Review administrative details (phones, parking, restrooms, breaks and lunch, check in/outprocedures, etc.)
- Optional: Give a tour of the facility.

Materials you should give volunteers:

- Mission statement
- Summary of goals and/or long-range plan
- Organizational chart
- Policies and procedures (including emergency procedures)
- Confidentiality policy
- Optional: Map of facility

What you should tell volunteer(s) about your agency:

- | | |
|---|--|
| <input type="checkbox"/> Mission and goals | <input type="checkbox"/> The role of volunteers in the agency |
| <input type="checkbox"/> Background and history | <input type="checkbox"/> The agency's role in the community |
| <input type="checkbox"/> Organizational structure | <input type="checkbox"/> How the agency relates to other community organizations |
| <input type="checkbox"/> Funding base | |