

VOLUNTEER ORIENTATION CHECKLIST

Date:

- KEY ORGANIZATION PERSONNEL: NAME AND POSITION:
- MISSION OF ORGANIZATION
 - Volunteer's place/position within organization
 - Chain of command
- VOLUNTEER MANAGEMENT INFORMATION SYSTEM
 - Registration
 - Applying/Submitting volunteer application
 - Reporting volunteer hours
- RULES AND REGULATIONS/FACILITIES
 - Hours of volunteer work
 - Punctuality and good attendance
 - Lunch break and rest periods
 - Location of lunch facilities, rest rooms, etc
 - Use of telephone
 - Office practices & procedures (smoking, wearing apparel, etc.)
 - Emergency evacuation instructions, fire drills, etc.
 - Computer use and access
 - Security standards
 - Requirements and procedures to obtain vehicle permit
 - Policies and procedures for obtaining reimbursement of incidental expenses
- STANDARDS OF CONDUCT
 - Privacy of client information
 - Correct way to answer phones
 - How to work with customers
- JOB DUTIES AND RESPONSIBILITIES
 - Overview of volunteer position given
 - Standards expected
 - Performance evaluations (when given and by whom)
 - From whom to get assistance
 - Tools, supplies, equipment: Where and how to obtain, use and care of, security regulations, inventory management, and operating procedures
 - Telephone number to call when you cannot fulfill your volunteer obligation
- UNDUE INFLUENCE
 - Giving volunteer service without undue influenced
- SAFETY
 - Rules and regulations
 - Reporting fires
 - Location and use of fire extinguisher
 - Safety clothing and equipment
- WHAT TO DO IN EVENT OF INJURIES
 - Reporting injuries
 - How to obtain treatment
- GENERAL
 - Encouraged to ask for help when needed
 - Periodic discussions regarding progress on the job
 - Introduce to fellow employees.
- OTHER: DETERMINED BY SUPERVISOR
 - Staff Call
 - Statistics

BEEN EXPLAINED

ALL ITEMS CHECK ABOVE HAVE

(Staff Member's Signature)

(Volunteer's printed name)