

# Volunteer Orientation Checklist

(Developed by Lori Gotlieb Consulting)

Name of Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

The following items should be covered with each new volunteer, where applicable:

- Copy of role description, volunteer assignment and expectation review
- Overview of organization structure
- Review mission, vision, values
  
- Review organizational activities
- Location of volunteer activity
- Specific role function training schedule
  
- Signing of any forms
- Confirmation of schedule
- Review of volunteer best practices (guidelines) and policies and procedures
  
- Recording of volunteer hours
- Signing in procedures
- Introduction to facility and staff
  
- Entrances, exits and fire drill routes and locations
- Restrooms, lunchroom, etc.
- Use of equipment
- Emergency contact name and number if problems arise