

SAMPLE

Volunteer Orientation Checklist

Get ready to receive the new volunteer

- Have the working area, tools, equipment and supplies ready to go before the first day.
- Update the volunteer description to provide to the volunteer.
- Complete your orientation and onboarding plan and notify all involved participants.

Welcome the new volunteer

- Plan an opportunity for the new volunteer to meet others in the department.
- Take time early in the first day to welcome the volunteer and answer any initial questions they have.
- Give the new volunteer time to settle into their work area.
- Make plans for someone to accompany the new volunteer to lunch.
- Give a tour of the facility including rest rooms, meeting rooms, break room, work rooms, etc.

Explain the work of the department or unit

- Describe the function of the unit and how it relates to other functions of the University.
- Provide brief descriptions of other positions in the unit and how they relate to the volunteer duties.
- Provide information about the [University Strategic Plan, Core Values](#), and how your unit or department fits into this plan.
- Provide information about how the new volunteer will be trained and/or oriented and by whom.

Explain departmental guidelines and procedures

- to whom the volunteer reports.
- the hours of volunteer duties.
- lunch and break periods, and how they are scheduled.
- any special clothing requirements (such as uniforms) or dress code expectations.
- fire and other safety regulations, including exits and general or specific safety concerns.
- how to report an injury while performing volunteer duties.
- custodial services, general maintenance information and related volunteer responsibilities.
- any special requirements - such as no food or beverages during volunteer duties - as well as the rationale for such requirements.
- how to use phone system, email, and/or online calendar system.
- guidelines for or prohibition on making personal and long-distance phone calls.
- how to access the internet for University information and services.
- how to obtain office supplies and other needed resources.
- guidelines for after-hours volunteering, including necessary keys or ID card coding.

- how to notify the supervisor of absences and the supervisor's expectations regarding attendance and arriving on time.
- Explain the roles of the Office of Equal Opportunity and Diversity
- Other department-specific items.....**

Explain the Operations Manual and University policies/procedures

- Operations Manual
- UI Policies
- Drug-Free Environment Policy
- UI Statement on Access to Medical and Exposure Records
- Academic Policies and Procedures
- Information Technology Policies
- Sexual Harassment Policy
- Consensual Relationships Involving Students Policy
- Violence Policy