**Volunteer Orientation Checklist**

**Before the volunteer arrives**

Exchange contact details with the volunteer

Tell the volunteer if they need to bring anything

Tell the volunteer if they need to wear particular clothing

Send the volunteer their position description covering role and responsibilities

Ask them if they have any questions about their position description

Provide contact details of important staff or volunteers in your club or association

Send the volunteer any policies or procedures they need to be aware of (code of conduct, grievance procedure, what to do in an emergency etc.)

Organise any stationary or uniforms (name badges, shirts etc.)

Organise office equipment (desk space, computer, passwords, etc.)

*Insert additional task here*

**When the volunteer arrives**

Give the volunteer an overview of your club or association’s history and mission

Show them around the facility/premises, pointing out any important areas (e.g. toilets or changing rooms, kitchen, emergency exits, first aid kits)

Provide training where necessary for jobs they will be doing

Check if they have any questions about your policies or procedures and get signed confirmation that they agree to adhere to your policies and procedures

Introduce them to other volunteers or staff members

Introduce them to other volunteers they will be working with. Assign them a buddy (if appropriate) to help them on their first day

If applicable, inform them how to go about claiming reimbursements

*Insert additional task here*

**When the volunteer is working**

Keep an eye on them in case they look lost or confused

Check in with the volunteer to see if they have any questions

Make sure that they have a break if they are meant to have one

Make sure they don’t run out of things to do

*Insert additional task here*

**After the volunteer’s first day**

Check that they had a good time, thank them for coming along

Check if the volunteer has any questions

Make sure they know when their next shift is

Ask them for feedback or make sure they are aware of how to provide feedback

*Insert additional task here*

**After the volunteer’s first month**

Check if the volunteer is comfortable in the role

Check whether they feel they need more training

*Insert additional task here*