**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*