

VOLUNTEER ORIENTATION CHECKLIST

This orientation is designed to provide you with the basic information you need to start as a volunteer with XYZ organisation. Please tick as each stage is completed, and return a copy to the coordinator to retain on your personal file.

YES	NO	ITEM
		Orientation manual
		A tour of the facility
		Introduction to the Manager, staff, supervisor and other volunteers
		Our mission and aims, organisational structure, values, policies and procedures and code of conduct for staff and volunteers
		Emergency exit location and muster area, first aid location, evacuation procedures, fire protection location
		Details about support, supervision and training
		Toilet facilities, parking, tea and coffee facilities, storage of personal belongings
		Policies and Procedures manual – Volunteer Policy & Procedures manual
		Information on insurance
		Resources – where to locate them
		Information channels – what they are and how they work
		The area in which you will be performing your volunteer duties
		Statement of Understanding, Personnel Record, Confidentiality Agreement