




**VOLUNTEER
ORIENTATION CHECKLIST**

PRIOR TO RECRUITMENT	
Does your registration page capture all of the relevant attributes that you need in order to select the best applicant?	Consider what information you need and then include this in your registration form. Only include what is absolutely necessary to ensure that you don't deter volunteers with lengthy registration forms.
Who will be responsible for volunteer orientations?	Make sure you are clear on who will be responsible for running orientation.
How will your volunteer orientations be conducted?	Volunteer orientations can be conducted in person or remotely. One on one or in a group setting.
What will be provided during orientation?	Will you provide tea and coffee? Is this the right opportunity to provide uniforms?
Does each volunteer have a job description? If so, have these been developed?	Volunteer job descriptions help you to be clear about what you want from your volunteers. Need help? Visit our how to guide here.
Do you have a volunteer manual?	Consider if this is worthwhile?
DURING RECRUITMENT	
How will you welcome your volunteers?	Will you welcome your volunteers via email or in person? And in what environment?
Have you assigned someone to confirm and run the volunteer orientation?	Ensure that you have a dedicated representative to run volunteer orientations to make sure your organization is presented in the best possible light.

<p>Does your volunteer orientation inspire:</p> <ul style="list-style-type: none"> • Confidence • Knowledge • Inspiration 	<p>Consider how you can get the most out of your volunteer management program to ensure that it is engaging, informative and unique.</p>
<p>What does your volunteer orientation include?</p>	<ul style="list-style-type: none"> • An overview of the organization including mission and goals • An overview of the leadership structure including manager for the volunteer • An overview of the roles and responsibilities specific to the volunteer • A tour of the office, event, workspace (if relevant)An overview of policies and procedures • An overview of additional training required and how this can be completed • Distribution of uniform, equipment as required
<p>POST RECRUITMENT</p>	
<p>Have you provided volunteers with an opportunity to provide feedback on the orientation process?</p>	<p>Opportunities for feedback should be considered in a number of ways including surveys, emails and one on one feedback. A</p> <p>Always provide the opportunity to provide feedback anonymously.</p>
<p>Have you thanked your volunteers for their time and contribution?</p>	<p>Saying thank you goes a long way. Consider a thank you certificate, video message from your CEO or even some memorabilia.</p>