

*Note: All appropriate information should be discussed with each new volunteer.*

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Volunteer's Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

The information, policies and procedures checked below has been given to or reviewed with the volunteer. Check only those that apply.

***1. Prior to Onboarding: Background check when working with children.***

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***2. Welcome the New Volunteer***

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- Volunteer's work area is prepared. Balloons, business cards, tools, name plate, welcome notes, etc. are ready.
- Reviewed a copy of the volunteer's job application with the volunteer. Discussed the volunteer's experience, training and education.
- Reviewed the job description with the volunteer, including essential job functions, responsibilities, and working relationships.
- Discussed with the volunteer the church and the mission of the program. Explain the total organization and how the volunteer fits in.
- Reviewed the volunteer's goals and objectives. Relate them to the goals and objectives of their position and the department.
- Church campus tour, meet staff and other volunteers, etc.
- Welcome note sent to home.

**I provided the following documents:**

- Volunteer Handbook
- Safety Plan
- State mandated pamphlets (i.e. in CA the Sexual Harassment is Against the Law pamphlet)
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

***3. Introduce the New Volunteer to their task***

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- Had the volunteer sign for any tools, equipment, vehicles, etc. provided by the church.
- Explained the levels of supervision within the church.
- Provided the new volunteer with the necessary or required training program information.

Explained the use of:

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|---|--|
| <input type="checkbox"/> Telephone                                    | <input type="checkbox"/> Mail Procedures                                       |
| <input type="checkbox"/> E-mail/Internet                              | <input type="checkbox"/> Supply Procedures                                     |
| <input type="checkbox"/> Copy Machine                                 | <input type="checkbox"/> Church Equipment                                      |
| <input type="checkbox"/> Church Vehicles (bus)                        | <input type="checkbox"/> Explained the hours of volunteer, call-in procedures. |
| <input type="checkbox"/> Explained any housekeeping responsibilities. | <input type="checkbox"/> Provided emergency telephone numbers.                 |

***4. Introduce the New Volunteer to the Church***

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Introduced the new volunteer to his/her co-workers:

- Indicated to each co-worker what the new volunteer's position will be.
- Explained the essential functions of each person to the new volunteer as you introduce them.

Show the new volunteer around:

- Toured the church facilities.
- Explained where restrooms, coffee and/or break areas and parking facilities are located.
- Showed safety equipment, alarms, first aid kit, etc.

**5. *Explanation of the church Volunteer Policies and Procedures:***

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|--|--|
| <input type="checkbox"/> Absences/Tardiness                      | <input type="checkbox"/> Church Vision, Mission, Values, Goals |
| <input type="checkbox"/> Bulletin Board/Company Newsletter       | <input type="checkbox"/> Volunteer Handbook Acknowledgement    |
| <input type="checkbox"/> Complaint and Grievance Procedures      | <input type="checkbox"/> Safety Booklet/Equipment              |
| <input type="checkbox"/> Dress Code                              | <input type="checkbox"/> First Aid/Emergency Contact           |
| <input type="checkbox"/> E-mail/Internet Usage                   | <input type="checkbox"/> Disciplinary Procedures               |
| <input type="checkbox"/> Ethics Code                             | <input type="checkbox"/> Performance Measurement/Review        |
| <input type="checkbox"/> I.D. Card/Badge/Keys                    | <input type="checkbox"/> Training Program                      |
| <input type="checkbox"/> Parking Facilities                      | <input type="checkbox"/> Other _____                           |
| <input type="checkbox"/> Reporting of Injuries or Illness        | <input type="checkbox"/> _____                                 |
| <input type="checkbox"/> Sexual Harassment Policy Acknowledgment | <input type="checkbox"/> _____                                 |
| <input type="checkbox"/> Transportation/Ride Share Program       |  |

**6. *I explained the following:***

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|--|--------------------------------------|
| <input type="checkbox"/> Time Sheet/Card |                                      |
| <input type="checkbox"/> Holidays        |                                      |
| <input type="checkbox"/> Vacation Policy |                                      |
| <input type="checkbox"/> Other _____     | <input type="checkbox"/> Other _____ |

**7. *Other (Please Comment)***

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- Set a date and time, within one week, to cover any questions or concerns of the new volunteer and check on progress.
- \_\_\_\_\_
- \_\_\_\_\_

***The volunteer orientation process has been completed:***

\_\_\_\_\_  
Signature of Volunteer \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor \_\_\_\_\_  
Title