[Insert organisation name/logo]

# VOLUNTEER INDUCTION AND ORIENTATION CHECKLIST

The following checklist has been designed for use with new volunteers on placement at **[insert organisation name]**. It is the responsibility of the supervisor to ensure the induction occurs, including arranging necessary resources and organising meetings. It is the responsibility of the new volunteer to complete the checklist and return to their supervisor within **[insert number of days]** of placement. The supervisor provides support to the volunteer to complete the checklist.

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| --- | --- |
| **Volunteer name** |  |
| **Start date** |  |

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| --- | --- |
| **Prior to start date – *to be completed by supervisor*** | |
| **□** | Volunteer advised of location of premises, and date and time of commencement |
| **□** | Desk phone set up (with number allocated if required) |
| **□** | Desktop computer set up (including access to relevant drives if required) |
| **□** | Login and email account set up (if required) |
| **□** | Building access keys cut and registered with volunteer (if required) |
| **□** | Ergonomic workstation established |
| **□** | Basic stationary supplies set up |
| **□** | Volunteer Induction Pack prepared (see below) |
| **□** | Name added to internal contact list and name board at entrance (if required) |
| **□** | Meetings arranged with relevant staff for first week |
| **First day – *to be completed by volunteer*** | |
| **□** | Greeted at door by supervisor |
| **□** | Tour of premises |
| **□** | Keys provided and registered (if required) |
| **□** | Instruction on entry and exit procedures (if required) |
| **□** | Use of equipment (photocopier/scanner, etc.) |
| **□** | Use of communications (phone, email, incoming fax, e-calendar, computer network system) |
| **□** | Location of policies and procedures and explanation of structure |
| **□** | Internal and emergency contact numbers supplied |
| **□** | Work health and safety induction |
| **Volunteer receives an Induction Pack that includes:** | |
| **□** | Employee Code of Conduct |
| **□** | Volunteer Contact Details Form |
| **□** | Latest Annual Report |
| **□** | Latest Strategic Plan and other associated plans |
| **□** | Organisation Constitution |
| **□** | Latest publications from the organisation |
| **□** | **[Insert other information or resources]** |
| **First 20 hrs.** | |
| **□** | Volunteer Agreement agreed by:  **□** Volunteer  **□** **[insert organisation name]** |
| **□** | Legal obligations (WHS, discrimination, sexual harassment, privacy, code of conduct) |
| **□** | Meeting with CEO/Manager (vision, orientation, governance and management structures, etc.) |
| **□** | Meet with staff to discuss current projects/programs |
| **□** | Role and responsibilities |
| **□** | Work scheduled developed in collaboration with supervisor |
| **□** | Meetings with supervisor established |
| **First 40 hrs.** | |
| **□** | Meet with board president or board member (if available) |
| **□** | Required program and services insight meeting arranged |
| **□** | Procedure for booking car pool vehicle, meeting rooms and shared equipment (if required) |
| **□** | Process for claiming petty cash and other expenses (including overview of what can be claimed) |
| **Induction and Orientation Feedback** | |
| **□** | Induction and Orientation Feedback Form completed |

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| **Volunteers comments** |
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***The following table is to certify that the above items have taken place or discussed with supervisor***

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| --- | --- | --- | --- | --- |
| **Volunteer** | | | | |
| **Name** |  | | | |
| **Signature** |  | | **Date** |  |
| **Supervisor** | | | | |
| **Name** |  | | | |
| **Signature** |  | **Date** | |  |