

# VOLUNTEER ORIENTATION CHECK OFF SHEET

## **Human Resources Orientation:** (To be completed with the Volunteer Coordinator.)

1. Central Background Registry (CBR) letter attached .....  Yes ....  No
2. Volunteer Application Completed .....  Yes ....  No
3. Volunteer Personal Information Form.....  Yes ....  No
4. Child Abuse Policy Procedures for Volunteers. ....  Yes ....  No
5. In-Kind requirements and procedures. ....  Yes ....  No
6. Drug Free Policy .....  Yes ....  No
7. Confidentiality Expectations (Code of Conduct form) .....  Yes ....  No
8. Volunteer site address and phone numbers. ....  Yes ....  No
9. Volunteer Handbook .....  Yes ....  No

## **Classroom Orientation:** (To be completed on-site with designated personnel.)

- Building tour / know the hours school is open .....  Yes ....  No
- Have met with the Regional Manager and classroom staff .....  Yes ....  No
- Know where the In-Kind sheet is located. ....  Yes ....  No
- Shown the classroom set-up and signs for interest areas .....  Yes ....  No
- Know the school safety and emergency procedures. ....  Yes ....  No
- Head Start meal time expectations / philosophy. ....  Yes ....  No
- Classroom rules. ....  Yes ....  No
- Parking Locations .....  Yes ....  No
- Current staff list .....  Yes ....  No

\*Please sign and return form to Human Resources once completed.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Regional Manager's Signature

\_\_\_\_\_  
Date