Sample Volunteer Induction Checklist – use as a starting point

This checklist supports new Volunteer Induction / Orientation to be thorough and consistent regardless of who conducts it. NB that volunteers will have different learning needs so that Induction may need to be conducted across a number of initial visits.

**Once a Volunteer Role has Been Established**

The nominated volunteer should use this checklist as a guide and record of what the Induction has incorporated

Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Induction Commenced: \_\_\_/\_\_\_/\_\_\_ Induction Complete: \_\_\_/\_\_\_/\_\_\_

Induction Conducted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The new volunteer has been shown around the facility:

Introduced to committee members and other people around the club [ ]

1. The new volunteer is shown around the facility [ ]

The amenities [ ]

Where to secure valuables [ ]

The tea room (how to access water, tea and coffee) [ ]

Where equipment and supplies are kept [ ]

Shown how to access keys [ ]

Shown where the telephone is located [ ]

Shown where first aid equipment, ice etc are located [ ]

1. The volunteer has had the role, purpose and values of the [ ]

club explained and has been provided with

relevant fixtures, newsletter, details of website

1. The volunteer also needs to be shown:

Specific work space, areas e.g. if working in the canteen [ ]

About parking [ ]

Where the OH&S Board is located [ ]

1. The volunteer running the induction explains the following procedures and provides a Volunteer Handbook with information for further reference.

Confidentiality, how volunteer privacy is maintained [ ]

Grievance procedures [ ]

Evacuation procedures [ ]

Given a run-down of club contacts and what various people do [ ]

1. The new volunteer has had the club expectations explained and what they should be able to expect from others in the club

Gone through Codes of Conduct [ ]

Taken through the Volunteer Handbook [ ]

1. Another member or volunteer is assigned as a Mentor or Buddy to show the new volunteer the specific tasks outlined in the Role Description [ ]
2. The new Volunteer has filled in a Registration Form and provided emergency contact details [ ]
3. A date has been catch up and see how everything is going [ ]
4. The new volunteer is set to go! [ ]