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 completed: |  |
| Induction conducted by: |  |
| Signed: |  |

|  |  |  |
| --- | --- | --- |
|  | The new volunteer has been shown around the facility: Introduced to committee members and other people around the club |  |
|  | 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* |  |
|  | The volunteer has had the role, purpose and values of the club explained and has been provided with relevant fixtures, newsletter, details of website |  |
|  | 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* |  |
|  | 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* |  |
|  | 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* |  |
|  | Another member or volunteer is assigned as a Mentor or Buddy to show the new volunteer the specific tasks outlined in the Role Description |  |
|  | The new Volunteer has filled in a Registration Form and provided emergency contact details |  |
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|  | The new volunteer is set to go! |  |