

[insert organisation name/logo]

## Volunteer Induction and Orientation Checklist

The following checklist has been designed for use with new volunteers at **[insert organisation name]**. It is the responsibility of the supervisor to ensure the induction can take place including arranging the necessary resources and organising meetings.

It is the responsibility of the new volunteer to complete the checklist and return to the supervisor one month after the start of placement. The supervisor will be available to support the volunteer to complete the checklist and answer any questions.

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

### Prior to start date - to be completed by supervisor

- Volunteer is advised of location of premises, date and time of commencement
- Volunteer Induction Pack prepared (see over for more details)
- Meetings arranged with relevant staff for first week

### If applicable:

- Desk phone purchased and set up (with number allocated if available)
- Desktop computer purchased and set up (including access to relevant drives)
- Login and email account set up
- Building access keys cut and registered with volunteer (building swipe key & office key)
- Ergonomic workstation established
- Basic stationery supplies ordered
- Name added to contact list and name board at entrance

### First day – to be completed with volunteer

- Greeted by supervisor
- Tour of premises and keys provided (key register signed)
- Instruction on entry and exit procedures (alarm details not provided)
- Use of equipment (photocopier/scanner, etc)
- Use of communications (phone, email, fax, Outlook calendar and computer file system)
- Location of policies and procedures and explanation of organisational structure
- Emergency contact numbers supplied
- Work Health and Safety (WHS) Induction (including location of first aid box)

**Volunteer has received an Induction Pack that includes:**

- Code of Conduct
- Volunteer Contact Details Form
- Overview of procedure for withdrawal from placement
- Latest Annual Report, Strategic Plan and other associated plans
- Constitution
- Statement of Client and Carer Rights and Responsibilities
- Information about Recovery-Oriented Supports
- Confidentiality Agreement

**First few days:**

- Volunteer Agreement established
- Legal obligations discussed (WHS, discrimination, sexual harassment, privacy, code of conduct)
- Meeting with CEO (vision, governance and management structures)
- Meeting with staff to discuss current projects/programs
- Work plan developed in collaboration with supervisor
- Regular meetings with supervisor established

**First two weeks:**

- Introduced to **[insert organisation name]** President (if available)
- Site visit/s with clients arranged (if applicable)
- Procedure for booking car pool vehicle, meeting rooms and shared equipment
- Process for claiming petty cash and other expenses

**Induction and Orientation Feedback**

- Induction and Orientation Feedback Form completed

Volunteer comments:

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This is to certify that the above items have taken place or discussed with supervisor.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This is taken from the NADA Volunteer Induction and Orientation Checklist.*

[http://www.nada.org.au/index.php?option=com\\_content&task=view&id=236&Itemid=44](http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44)