



VOLUNTEER PROGRAM ONBOARDING CHECKLIST

Things to Know and Consider Before Attending Orientation/Applying

_____ Make sure that my schedule can support the commitment requirements for SPFC's volunteer program and volunteer positions. Do I need flexible or fixed scheduling? Most volunteer opportunities require fixed and consistent scheduling, but there are exceptions.

_____ Make myself available for mandatory New Volunteer Orientation. Check our website for the most up-to-date schedule of upcoming New Volunteer Orientations.

_____ Read through our Volunteer Handbook & Policy Manual. Can you comply with SPFC's Volunteer Program Policies and Procedures?

Steps to Become a Volunteer

_____ Attend New Volunteer Orientation (offered on the first Wednesday of each month at 10:00AM at St. Petersburg Free Clinic, 863 3rd Avenue North)

_____ Complete Application Packet (Application, Confidentiality & Privacy Policy Acknowledgement, Background Check Authorization (if needed), Agreement and Release of Liability, Volunteer Handbook & Policy Manual Acknowledgement and Agreement)

_____ Provide copy of photo identification (driver's license, school ID, military ID, etc.)

_____ Have Placement Discussion with Coordinator of Volunteers

_____ Schedule and Attend Volunteer Training in Your Program Area

_____ You're Official! Welcome to the SPFC Family of Volunteers 😊