

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 []
2. 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 []
3. The volunteer has had the role, purpose and values of the club explained and has been provided with relevant fixtures, newsletter, details of website []
4. 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 []
5. 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 []

6. 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

[]

7. Another member or volunteer is assigned as a Mentor or Buddy to show the new volunteer the specific tasks outlined in the Role Description

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8. The new Volunteer has filled in a Registration Form and provided emergency contact details

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9. A date has been catch up and see how everything is going

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10. The new volunteer is set to go!

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