

Orientation Checklist

- When possible show introductory or organizational videos.
- Bring in staff members to discuss their work or role and clients served.
- Provide introductory materials and client testimonials.
- Orient volunteers to the :
 - Office space
 - Location of materials
 - Use of office equipment
 - Office procedures
 - Expense reimbursements
- Affirm that their work makes a difference and offer tangible data that demonstrates the importance of volunteer support for the organization.