

VOLUNTEER ORIENTATION CHECK LIST

Volunteer Orientation: (To be completed with the Volunteer Coordinator)

1. Central Background Registry (CBR) letter attached..... Yes ☐ No ☐
2. Volunteer Application Completed.....Yes ☐ No ☐
3. Child Abuse Policy Procedures for volunteers.....Yes ☐ No ☐
4. Volunteer Sign in Sheet.....Yes ☐ No ☐
5. Drug Free Policy.....Yes ☐ No ☐
6. Confidentiality Expectations (Code of Conduct Form) Yes ☐ No ☐
7. Volunteer site address and phone numbers..... Yes ☐ No ☐
8. Volunteer Handbook..... Yes ☐ No ☐

Volunteer Coordinator's Signature _____ Date _____

Classroom Orientation: (To be completed on-site with Regional Manager or ARM)

- Building tour / know the hour's school is open..... Yes ☐ No ☐
- Have met with the Regional Manager and classroom staff..... Yes ☐ No ☐
- Know where the Volunteer sign in sheet is located..... Yes ☐ No ☐
- Shown the classroom set-up and signs for interest areas.....Yes ☐ No ☐
- Know the school safety and emergency procedures.....Yes ☐ No ☐
- Head Start mealtime expectations/philosophy.....Yes ☐ No ☐
- Classroom rules.....Yes ☐ No ☐
- Transportation procedures.....Yes ☐ No ☐
- Current staff list.....Yes ☐ No ☐
- View and sign site licensing orientation..... Yes ☐ No ☐

***Please sign and return form to Volunteer Coordinator once completed.**

Volunteer's Signature

Date

Regional Manager's Signature

Date