

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 _____

Volunteer 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
- Go over Standard Response Protocol..... 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