# Volunteer Orientation Checklist

*Purpose:* This checklist ensures that all new volunteers are properly introduced to the organization, trained for their roles, and are equipped with all necessary tools and knowledge to begin their work safely and effectively.

## Volunteer Information

**Name:** {name}

**Start Date:** {startDate}

**Volunteer Role:** {role}

## Orientation Checklist

Please complete each of the following onboarding steps:

{#checklistItems}

* **{itemTitle}:** {itemDescription}

{/checklistItems}

## Training Sessions Attended

|  |  |  |
| --- | --- | --- |
| **Session Name** | **Date** | **Trainer** |
| {#trainings}{sessionName} | {sessionDate} | {trainer}{/trainings} |

## Documentation Received

{#documents}

1. {documentName}

{/documents}

## Emergency Contact Information

**Contact Name:** {emergencyContactName}

**Relationship:** {emergencyContactRelation}

**Phone Number:** {emergencyContactPhone}

{#hasPreviousExperience}

## Previous Volunteer Experience

{previousExperienceDetails}

{/hasPreviousExperience}

{^hasPreviousExperience}

## Previous Volunteer Experience

*No previous volunteer experience reported.*

{/hasPreviousExperience}

## Supervisor Notes

{supervisorNotes}

Signature of Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_