



Volunteer Department Checklist

- ✓ **Welcome new volunteer to department**
- ✓ **Introductions to staff**
- ✓ **Show volunteer place to put personal belongings**
- ✓ **Provide tour of department, including restrooms, break room, etc.**
- ✓ **Verify the time volunteer will be volunteering each week**
- ✓ **Verify to whom the volunteer will report**
- ✓ **Provide business card/phone number of who to call when volunteer will be absent**
- ✓ **Review volunteer tasks/assignments**
- ✓ **Train volunteer, review what is expected of volunteer**
- ✓ **Include volunteer in any department celebrations, such as birthday cake, holiday luncheon, etc.**
- ✓ **Be prepared for volunteer by having planned tasks for volunteers (keep volunteer busy so they feel they are not in the way, but are part of the team)**
- ✓ **One month after volunteer begins discuss with volunteer any concerns volunteer may have, use this opportunity to make sure volunteer feels appreciated**