

Departmental Volunteer Orientation Checklist

****Supervisor required to complete all departmental orientation for volunteer and return completed/signed checklist to the Human Resources Department/Volunteer Services ****

Discussion/Review Topic	Supervisor Initials	Volunteer Initials	Date Reviewed
Departmental Organization Plan & Objectives			
Department Functions & Relation to other Areas/Departments			
Department Safety/Fire Disaster Plan: <ol style="list-style-type: none"> 1. Department's Role 2. Volunteer's Role 3. Location/Use of Fire Extinguisher 4. Location/Use of Fire Alarms/Boxes 5. Evacuation Routes/Procedures 			
Departmental Policy Manual: <ol style="list-style-type: none"> 1. Basic Infection Control Polices 2. Basic Infection Control Procedures for area/department 			
Additional Policies, Procedures and Information: <ol style="list-style-type: none"> 1. Volunteer Supervisor 2. Reporting Absences 3. Reporting Incidents 4. Food/Drink/Breaks 5. Smoke-free Campus 6. Location of Supplies 7. HSCEP OP, departmental policies and Reference Manuals location 8. Departmental Leadership & Team Introductions 			
Volunteer Placement and Specific Duties			
IF APPLICABLE: Safety Training for Hazardous Materials, Equipment or Substances – Must Be Recorded with Safety Services and HR/Volunteer Office			
Tours: <ol style="list-style-type: none"> 1. Department 2. Campus (as applicable) 3. Offsite Campus Locations (as applicable) 4. UMC/EPCH (as applicable) 			

I was oriented to this department as noted above.

Volunteer Printed Name	Volunteer Signature	Date
Department		
Supervisor Printed Name	Supervisor Signature	Date