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## Creating a Volunteer Orientation Kit

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To assist volunteers in getting familiar with your area/site, an interview and personal tour may not be enough. A simple pocket folder can be used to create customized orientation kits for new volunteers. (Hint: office supply stores hold back-to-school sales on pocket folders—a good time to stock up on them cheap!)

Kits may contain, as appropriate:

1. A welcome letter from the area/site superintendent or manager
2. Brochures with general area/site information
3. General information about the organization (Division)
4. Project description (big picture)
5. Schedule of hours required, if hourly volunteer
6. Dates, if for project work or a special event
7. List of special instructions for their specific project:
  - Is protective clothing needed?
  - Will they have to bring their own tools?
  - If project is outdoors, do they need to bring tick or mosquito repellent?
8. A list of area/site personnel, what they do, and who's in charge
9. A map of your site/area, including designated parking and bathrooms
10. Locations of medical supplies, fire exits and fire extinguishers
11. Rules or regulations (safety, hours of operation, etc.)
12. Emergency phone numbers
13. Grievance procedure
14. Team members if a group project, with names of team leaders
15. List of perks, if any
16. Survey for volunteer, (why did they volunteer?)