



Name \_\_\_\_\_ Program/Department \_\_\_\_\_

The following checklist applies to volunteers and students making an ongoing commitment.

VOLUNTEER/STUDENT PAPERWORK AND ORIENTATION CHECKLIST		
	Completed date/initials/	Comments/ Not Applicable
Paperwork - To be completed prior to second day		
Information form		
Confidentiality Policy Acknowledgement		
Waiver		
Criminal Background Authorization		
Adult Abuse Registry Authorization		
Child Registry Authorization		
PPD results if applicable		
Service Agreement		
Position Description		
MISCELLANEOUS-Verbal		
Introduction to department staff/supervisor		
Sign in/Sign out procedures		
Break room/vending machines/rest rooms etc...		
Smoking designated areas		
Easter Seals Overview		
History/Programs/Services		
Dress Code		
Attendance		
Facility Tour		
Parking		
To be completed within first month		
<b>PROGRAM/DEPARTMENT SPECIFIC ORIENTATION</b>		
<b>SAFETY ORIENTATION</b>		
Fire extinguisher locations		
Emergency/evacuation plans, procedures		
Participant rights		
Infection control		
<b>DEPARTMENT SPECIFIC TRAINING</b>		
Orientation to roles and responsibilities		
Introduction to staff		
Place to put personal items		
Breaks (breakfast/lunch/snacks)		
<b>WORKSPACE/OFFICE EQUIPMENT</b>		
Preparation of workspace		
Office and program supplies		
Computer access and training if applicable		
Policy on use/misuse of e-mail and internet		
Copier codes		
Fax machine		
Phone System		
Communication with participants and families		
<b>INTEROFFICE COMMUNICATION</b>		
Staff directory		
Mailboxes and mailing		
<b>FINANCIAL (if applicable)</b>		
Preapproved expenses/preapproved mileage		
<b>MISCELLANEOUS</b>		
Cell phone/texting/IPods		
Meetings/introductions with key personnel		
Requirements of academic institution		
Other		