**INDUCTION CHECKLIST**

Insert

Own Logo

The induction is designed to provide you with the basic information needed to commence as a volunteer with *(insert Association / Club Name).* Please tick the appropriate box as each item is completed and return to the Volunteer Coordinator (or similar) for placing in your personal file.

|  |  |
| --- | --- |
| **Achieved** | **Item** |
|  | Our Vision and Purpose |
|  | Tour of facilities |
|  | Coffee/tea facilities |
|  | Toilets |
|  | Parking |
|  | Fire exits and evacuation procedures |
|  | Copy of Volunteer Management Plan |
|  | Introduction to other staff members/committee member/volunteers |
|  | Introduction and contact details of immediate supervisor |
|  | Position description |
|  | Code of behaviour |
|  | Constitution/By-Laws/Policies and Procedures/Member Protection Policy |
|  | Process for reimbursement of expenses |

I declare that the above orientation program has been carried out.

Name of Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name of Volunteer Coordinator (or similar): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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