

## Volunteer Orientation Checklist & Questions

Topics covered in orientation?	Yes	No	N/A	Needs to be improved	Don't Know
History					
Welcome					
Mission/program					
Future goals / vision					
Philosophy of volunteer engagement					
Introduction to volunteer program					
Expectations/benefits of volunteering					
Basic agency / facility info					
Staff & volunteers (organizational chart)					
Fundraising efforts					
Culture of museum					
Dress code, parking, etc.					
Liability coverage					
Training required					

Topics covered in orientation? (continued)	Yes	No	N/A	Needs to be improved	Don't Know
Supervision system					
Handbook					
Confidentiality forms					

### Methods of Orientation

Who takes part (or should take part) in leading some aspect of the orientation?	Yes	No	Should take part	N/A
Executive Director				
Volunteer's Staff Supervisor				
Manager of Volunteer Resources				
Volunteers - Program/service				
Volunteers - Board members				
Others:				

Methods used to present info	Yes	No	Should consider
In groups, scheduled regularly			

In groups, as needed			
One-on-one as volunteers start			
On-line information			
Written material (handbook)			
<b>Methods used to present info</b>	<b>Yes</b>	<b>No</b>	<b>Should consider</b>
Tour of facility			
Handbook			
Visit/observe			
Others			

**Who is oriented to the museum?**

- All volunteers, including short-term volunteers
- On-going volunteers
- Few or no volunteers

**When is orientation information shared? (check all that apply)**

- Prior to volunteer registering (part of general info during individual/group recruitment)
- Formal sessions held prior to volunteer commencing work at the museum
- Done as part of department/regional orientation – in addition to museum-wide orientation
- All or some of the above (explain)

As a result of filling out this questionnaire, some of my questions/recommendations regarding orientation at our museum are: