

Volunteer Orientation Checklist

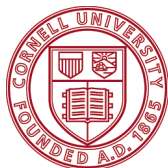
Depending on the size and scope of your project and the degree of interest from volunteers, you may find you need to provide this orientation several times throughout the year.

- Orient them to the program, the neighborhood, and the school (if applicable).
- Remind them of your expectations, as you noted in your publicity and/or job descriptions.
- Brief them on policies.
 - Where to park
 - Where to sign in
 - If there are procedures for screening.
- Provide the group with a tour of the garden.
 - Show locations of bathrooms, where tools are stored, water sources, etc.
- Inform them of the volunteer log sheet to track the hours they spend helping the program. Logging hours is very important as they can be documented as “in-kind” donation for grant purposes and demonstrate documented community investment in the project.
- Provide them with a volunteer binder.
- If at a school setting, be sure to introduce regular volunteers to key school personnel like the principal and office secretaries since they will be a regular face around the school.
- Include any other important information that is unique to your garden project setting.
- Include plenty of time for questions.

Volunteer Binder

In addition to in-person orientation and preparation, make a simple Volunteer Binder that includes all the information volunteers need to know in writing for later reference. Some ideas of what you may want to include in the binder are:

- Contact information – garden leaders, regular volunteers, school principal, custodian
- Who to call if there is an emergency – 911
- Pertinent health information about any regular volunteers or participating youth
- Volunteer hours log-sheet
- Codes for any locks needed for garden program
- Blank volunteer application forms
- Postcards with garden program information
- Planting/harvest log-sheets



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