



## Volunteering Onboarding Checklist

The purpose of this checklist is to ensure key points are covered through the initial induction period.

Please indicate that you have completed the specific requirements and initial the checklist when you are satisfied with the relevant information, process or procedure.

On completion, this will be placed on the Volunteers file for audit and training records.

<b>VOLUNTEER:</b>	<b>EMAIL:</b>
<b>PHONE NUMBER:</b>	<b>START DATE:</b>

PRIOR TO COMMENCEMENT	RESPONSIBLE	COMMENTS
<input type="checkbox"/> SIGNED Volunteer Application Form		
<input type="checkbox"/> Two reference checks to be completed		
<input type="checkbox"/> ID Provided (e.g. Drivers Licence) <input type="checkbox"/> Blue and Yellow Card <input type="checkbox"/> National Police Clearance <input type="checkbox"/> Agreement Confidentiality <input type="checkbox"/> Code of Conduct <input type="checkbox"/> WH&S Policy		
ORIENTATION	RESPONSIBLE	DATE COMPLETED
Orientation Scheduled		
Training Scheduled		