

Below is a short list of items you might include in a volunteer orientation for your event. Because events generally include short, term volunteers, it's not necessary to present a full orientation. You need only cover the most critical, "need to know" info.

Sample Agenda (45 minutes)

Time	Topic	Presenter
10 minutes	Welcome & Introductions <ul style="list-style-type: none"> • Introduce of staff • Icebreaker: Why I volunteered to help 	Board Chair
5 minutes	Goals of Event <ul style="list-style-type: none"> • Organization mission & why this event • Success story • Impact of volunteers on event 	Service Beneficiary
10 minutes	Event Logistics <ul style="list-style-type: none"> • Overview of event agenda • Volunteer registration • Appropriate attire • Storage of personal belonging • Conduct: Do's & don'ts • Parking • Breaks, snacks, restrooms, etc. 	Volunteer Coordinator
5 minutes	Safety <ul style="list-style-type: none"> • How to handle emergency situations • Food handling guidelines • Reporting of accidents & injuries • First aid • Inclement weather 	HR Director or Safety Team Leader
10 minutes	Shift Schedule/Teams <ul style="list-style-type: none"> • Required paperwork (e.g., applications, emergency contact info, reporting forms, evaluations, etc.) • Team leader introductions • Shift sign ups (if not already assigned) 	Team Leaders/ Volunteer Coordinator
5 minutes	Wrap Up <ul style="list-style-type: none"> • Thank you! 	Executive Director

Orientation Training Ideas

Below are different ideas for helping orient volunteers to the organization, the event, and their roles and responsibilities.

The approach you take should take into account the total number of volunteers you will host and the complexity of their responsibilities. The higher the complexity, and therefore risk, of the jobs the more comprehensive the orientation should be.

- Ask volunteer leaders to present the orientation, on the half hour or hour, to small groups of volunteers as they arrive to event site.
- Ask volunteer leaders to take responsibility for orienting their own teams and assigning work; provide them with standard orientation materials and presentation slides.
- Create a continuous play slide presentation that is playing near the volunteer registration area; ask volunteers to watch before starting their shift (you might also post this online and ask them to do so ahead of time.
- Create a video that you ask volunteers to view before arriving.
- Conduct a live webinar prior to the event, and record it for those who can't attend live.
- Conduct a face-to-face dry run of the event one week before.
- Buddy volunteers up for live, on-the-job training.
- Create a small guide or a fact sheet; ask volunteers to read it beforehand and complete a short review quiz online.
- Match the color of the volunteer name tag (or t-shirt) with the color of their assigned team.
- Create index cards that are associated with required number of volunteer roles and assigned tasks (with simple instructions); give them a priority number and distribute them according to highest priority as volunteers arrive, and by volunteer interest & skill.
- Give event name tags or t-shirts only after volunteers have completed orientation.