



USAG SCHWEINFURT VOLUNTEER CHECKLIST (SAMPLE)

BASIC ORIENTATION CONDUCTED BY:

Date:

- KEY ACS PERSONNEL: NAME AND POSITION
 - Hal Snyder, Army Community Service Director
 - David Blakeman, Army Volunteer Corps Program Manager

- MISSION OF ACS
 - Chain of command
 - Volunteer's place within ACS

- ACS RULES AND REGULATIONS/FACILITIES
 - Hours of volunteer work
 - Punctuality and good attendance
 - Lunch break and rest periods
 - Location of lunch facilities, rest rooms, etc
 - Use of telephone
 - Office practices & procedures (smoking, wearing apparel, etc.)
 - Emergency evacuation instructions, fire drills, etc.
 - Computer use and access
 - Security standards

- STANDARDS OF CONDUCT
 - Privacy of client information
 - How to work with clients

- JOB DUTIES AND RESPONSIBILITIES
 - Overview of volunteer position given
 - Standards expected
 - Performance evaluations (when given and by whom)
 - From whom to get assistance
 - Tools, supplies, equipment: Where and how to obtain, use and care of, security regulations, inventory management, and operating procedures

- TRAFFIC REGULATIONS
 - Area parking facilities
 - Winter Driving Course (if position authorizes use of Government Vehicle)

- ILLNESS, UNABLE TO PERFORM DUTIES
Telephone number to call when you cannot fulfill your volunteer obligation

- SAFETY
Rules and regulations
Reporting fires
Location and use of fire extinguisher
Safety clothing and equipment

- WHAT TO DO IN EVENT OF INJURIES
Reporting injuries
How to obtain treatment

- GENERAL
Encouraged to ask for help when needed
Periodic discussions regarding progress on the job
Introduce to fellow employees.

- OTHER, DETERMINED BY SUPERVISOR
Staff Call
Statistics

e. *Undue influence*. When accepting voluntary services, commanders will ensure that neither they nor their paid or volunteer staff violates the provisions of [DOD Directive 1400.33](#). By law no official will directly or indirectly impede or otherwise interfere with the right of a spouse of a military member to pursue and hold a job, attend school, or perform voluntary services on or off a military installation. Moreover, no official will use the preferences or requirements to influence or attempt to influence the employment, educational, or volunteer decisions of a spouse.

BASIC ORIENTATION WAS CONDUCTED:

(Staff Member's Signature)

ALL ITEMS CHECK ABOVE HAS BEEN EXPLAINED TO MY SATISFACTION.

(Volunteer's printed name)

(Volunteer's signature)