



## NEW VOLUNTEER PACKET/ORIENTATION

NAME: \_\_\_\_\_

VOLUNTEERING DEPARTMENT OR LOCATION: \_\_\_\_\_

ORIENTATION DATE: \_\_/\_\_/\_\_

START DATE: \_\_/\_\_/\_\_

WELCOME! We are excited that you have chosen to volunteer on campus. The following list of items is not meant to overwhelm you. Instead it is here to ensure you are well prepared for your new role as a Big Bend Community College Volunteer. As you complete each portion of your packet, put your initials to the left of each item. This shows that you understand and will adhere to all information and guidelines related to each item. Let's get started!

- VOLUNTEER AGREEMENT
- MISSION STATEMENT & CUSTOMER SERVICE STANDARDS (ethics and professionalism)
- BIG BEND POLICIES – Harassment & Discrimination Reporting, Smoking, Drug Free Workplace
- SAFETY AND SECURITY – Incident Reporting, Emergency Procedures, Proper Lifting Techniques
- FERPA (PowerPoint)
- MANDATORY REPORTING & CONFIDENTIALITY STATEMENT (Sign and turn in the form stating you have watched the video or PowerPoint)
- BACKGROUND CHECK (print, complete and sign and return to HR)
- TIME LOG – TIME & REPORTING (Handout to fill out each time you come to volunteer)
- SPECIFIC DEPARTMENT CONTACT/LOCATION EXPECTATIONS (Handout to take home with you)
- THESE ARE A FEW OF MY FAVORITE THINGS!(Questionnaire)

By signing this document, I acknowledge that I have read and understand the above information and I will follow and uphold all policies, rules, regulations and procedures to the best of my ability.

Signature \_\_\_\_\_ Date \_\_/\_\_/\_\_