



Volunteer Orientation

Volunteer Name: _____

A. General Orientation completed on: _____

B. Volunteer Specific Training below.

Criteria	Information Source	Volunteer Signature	Instructor Signature	Date
Tour of the Facility	Activity Director			
Introduction to Facility Department Managers and Staff	Activity Director			
Introduction to Residents and the President of the Resident's Council	Activity Director			
Activity Supplies <ul style="list-style-type: none"> ▪ Inventory ▪ Organization and Storage 	Activity Director			
Review of Volunteer Policy and Procedures	Activity Director			
Confidentiality of Resident Information	Activity Director			
Release of Information				
Overview of How activities are planned and scheduled	Activity Director			

Criteria	Information Source	Volunteer Signature	Instructor Signature	Date
Safety and supervision of residents during an activity	Activity Director			
Resident's Rights	Activity Director			
Individualized Activities	Activity Director			
Group Activities	Activity Director			
Intellectual Activities	Activity Director			
Exercise Programs <ul style="list-style-type: none"> ▪ Who can participate 	Activity Director			
Structured Day Programs	Activity Director			
Activity Programs on Closed Units	Activity Director			
Infection Control in Activities <ul style="list-style-type: none"> ▪ Food related activities ▪ Multiple touch items used in an activity and how to sanitize ▪ Cleaning and sanitizing supplies, tables, and the environment after an activity 	Activity Director			
How to report a resident behavior and who to report to	Activity Director			
How to report a grievance and who to report to	Activity Director			

Criteria	Information Source	Volunteer Signature	Instructor Signature	Date
Social Media Posting <ul style="list-style-type: none"> ▪ Documented resident/sponsor approvals ▪ Honoring a resident's privacy 	Activity Director			
In-Service Training	Activity Director			
Fire Safety and Disaster Preparedness	Maintenance			
COVID Procedures <ul style="list-style-type: none"> • Mask and how to DON, Mask Storage • Social Distancing • Testing Requirements • Handwashing & Handwashing Check off • Use of ABHR 	IPN			
Volunteer Assignments What a Volunteer can and can't do	Activity Director			
Facility Smoking Policy for Staff and for Residents	Activity Director			
Other: _____ _____ _____ _____	Activity Director			