

Volunteer Informational Packet Sample Template

1. Welcome Letter
2. Organization at a Glance
 - a. History
 - b. Mission
 - c. Profile
 - d. Departments
 - e. Leadership Team (with extensions and emails)
 - f. Site Map
 - g. Hours of Operation
3. Volunteer Information
 - a. Volunteer Mission Statement
 - b. Why Volunteer?
 - c. Incentives
5. Personnel Policies
 - a. Screening
 - b. Equal Opportunity
 - c. Parking
 - d. Attendance
 - e. Appearance
 - f. Drug Abuse Policy/Smoking
 - g. Confidentiality and Communication
 - h. Gifts
 - i. Suggestions and Complaints
 - j. Non-Harassment Policy
 - k. Progressive Discipline Procedures
6. Description of Volunteer Positions
7. Scheduling
 - a. Volunteer Tracking Software
8. Recognition