**BASIC VOLUNTEER WELCOME AGENDA [TOTAL TIME - ## min.]**

*Suggested times below are for a group of 10-20 volunteers.*

* Welcome [3-6 min] **Executive Director**
	+ How the organization was started
	+ Show a short video about your organization’s mission and impact, 3 minutes is ideal
* Introductions [15 min] **Volunteer Coord.**
	+ Introduce yourself, your role at the org, and why you chose to work for a nonprofit
	+ Ask each volunteer to share:
		- Name
		- Whether this is their first time volunteering EVER!
		- 1 fun fact about themselves
* Volunteer Values [5 min] **Volunteer Coord.**
	+ Why do you value your volunteers
		- In the past year our volunteers have helped us [[DELIVER/SAVE/CREATE ### PEOPLE/MEALS/KITS/BOOKS, ETC]]
	+ How do you value your volunteers
		- Recognition items
		- Appreciation events
		- Other awards, etc.
* Volunteer policies
	+ We want you to feel comfortable and safe here so we’ve instated the following policies and procedures. Rather than reading them word for word, we’ve created a game!
	+ [[DESIGN A BIG POSTER MATCHING GAME WHERE THE NAME OF EACH POLICY IS PRINTED ON A SHEET OF PAPER AND EACH POLICY IS ALSO PRINTED ON POSTERS THAT ARE HUNG ON THE WALLS. GIVE EACH VOLUNTEER 1 POLICY NAME. THEN ASK THEM, ONE AT A TIME OR ALL AT ONCE, TO STAND UP AND TAPE/STICK THEIR POLICY NAME TO THE POLICY TO WHICH IT MATCHES ON THE WALL. YOU CAN ASK EACH VOLUNTEER TO READ THEIR POLICY POSTER, AND THEN YOU – THE FACILITATOR – ELABORATE ON EACH ONE.

	OR

	BREAK LARGE GROUPS INTO SMALLER GROUPS, AND ASSIGN EACH GROUP A POLICY. GIVE THEM 3-5 MINUTES TO STUDY THEIR POLICY AND ASK FOR A VOLUNTEER FROM EACH GROUP TO SHARE THE POLICY WITH THE LARGER GROUP.]]
	+ [[AT A MINIMUM YOU SHOULD ADDRESS THE FOLLOWING POLICIES:
		- Checking in and out of your shift
		- Safety considerations
		- Volunteer lounge/appreciation area
		- Interacting with clients on behalf of the organization
		- Alcohol, tobacco, drug use
		- Guns
		- TIP: Take a look at your employee handbook, many of the policies are the same
* Questions? [10 min]
	+ Ask for any questions, comments, or concerns and answer them as needed.
	+ In the future, direct your questions to [[NAME, TITLE, PHONE, EMAIL]]
* Thank you! Let’s get started. 😊