



An Orientation Checklist for Site Supervisors

The Bonner Program recommends that Site Supervisors refer to this checklist when orienting students to their agency, organization, or school. Most of the suggestions on this checklist were collected from students in the program. It is a helpful reference for ongoing use.

Prior To Students' Service:

- Assign an accessible staff person to supervise the Bonner student.
- Introduce the student to co-workers.
- Orient staff to the Bonner Program — in particular its developmental model and expectations for students — so they are prepared to work with students.
- Give a tour of the organization's space and discuss its origin, mission and function.
- Explain the duties and responsibilities of the student's task and how these tasks relate to others in the organization. If possible, provide a written job description.
- Assist the student in developing service objectives and sign the student's Community Learning Agreement.
- Emphasize the importance of confidentiality as it relates to your organization.
- Inform student of all potential risks associated with volunteering at your organization. If possible, request that the student sign an Informed Consent document.
- Determine the student's service schedule and establish a policy for covering absences.
- Compare your holiday/event schedule with the student's academic calendar for the entire semester.
- Inform the student of your organization's dress code and what you expect from the student in this regard.

Other Helpful Actions:

- Inform the student of the organization's phone number and explain telephone procedures, extensions and so forth if the student's responsibilities include phone use.
- Point out the location of the nearest fire alarm, exits, extinguisher and staff alarm code numbers.

- ❑ Point out the location of the restrooms.
- ❑ Inform the student of your organization's emergency closing policy.
- ❑ Inquire if there are any special accommodations necessary to assist the student in their volunteer effort.
- ❑ Prepare a folder or notebook with information for students or volunteers, particularly about what students are and are not authorized to do. Have this ready for the first day on the job an easily available throughout the semester.

Each Week:

- ❑ Monitor the number of hours that the student worked. Review the student's timesheet.
- ❑ Inform the student if any changes in the operations of the organization.
- ❑ Update the student about significant events that occurred at your organization or in the surrounding community since his/her last visit.
- ❑ Give the student ample feedback and invite questions that s/he may have about policies and procedures specific to your site.