

**UNIVERSITY OF  
MARYLAND**  
**EXTENSION**

*Solutions in your community*

**University of Maryland Extension  
Volunteer Orientation Check List**

Use this check list to be assured all significant points of the UME volunteer policies and procedures are covered. This can be used in the volunteer's file to verify completing the instructional program and knowledge. The volunteer should be aware of and understand the following areas of the UME Policy, the UME risk management procedures and UME organizational/ program goals and philosophies.

DATE:

- \_\_\_\_\_ Volunteer Application and screening processes
- \_\_\_\_\_ Volunteer Interview
- \_\_\_\_\_ Volunteer References (at least 2 completed relatives should not be used)
- \_\_\_\_\_ Volunteer Appointment Agreement
- \_\_\_\_\_ Volunteer Check Dru Sjodin National Sex Offender Public Web Site
- \_\_\_\_\_ Volunteer Check MD Case Search Website
- \_\_\_\_\_ Volunteer Position Description
- \_\_\_\_\_ Volunteer Confidentiality Statement
- \_\_\_\_\_ Supervisory relationships (Should be included in Position Description)
- \_\_\_\_\_ Volunteer Training Requirements
  - \_\_\_\_\_ Benefits of coverage by the Maryland Tort Claims Act
  - \_\_\_\_\_ Orientation covering history, mission, structure of MCE, policies of organization, risks of position.
  - \_\_\_\_\_ Acquired Immune Deficiency Syndrome (AIDS) and Universal Health Care Procedures
  - \_\_\_\_\_ Drug and Alcohol Abuse Policy
  - \_\_\_\_\_ Tobacco and Smoking Policy
  - \_\_\_\_\_ Child Protection and Abuse Reporting\*
  - \_\_\_\_\_ Sexual Harassment Policy
  - \_\_\_\_\_ Affirmative Action (Includes American Disability Act - ADA)
  - \_\_\_\_\_ Program Forms and Risk Management Procedures
  - \_\_\_\_\_ Expected organizational standards for volunteer

- \_\_\_\_\_ Volunteer Evaluation process
- \_\_\_\_\_ Support provided to volunteer from UME
- \_\_\_\_\_ Procedures for conflict resolution
- \_\_\_\_\_ Termination procedures

In this section please document any training received by the volunteer.

Date	Topic
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\* Only for volunteers working with youth 18 years of age and younger.

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