

Volunteer Checklist

Please check off when each task is complete, once completed please have the Volunteer Supervisor sign and then place it into the Timesheet and Application Binder.

Norfolk Public Library

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Name		Date
Branch I	Location	
Volunte	eer Coordinator: Orientation for Volu	inteers and Initial Contact
		RY (can be done in person or via phone) of NPL offers), Volunteer Program, mission and purpose ad Guidelines, and what will be reviewed with Branch
Manager		a Guidennes, una wan de le le ved wan Brunen
NPL Vo	olunteer Supervisor at Branch Location	<u>on</u>
		of binder system—timesheets, etc.) and where to put
	Give Volunteer Information Packet to volur Tour of public/staff areas; introduce to NPL Location of restrooms, water fountain, kitche Review specific position description and ass Review volunteer schedule Break and meal times Importance of being on time, so staff may so Phone number of NPL designated branch loor r know of any planned or unplanned absences.	staff members and other volunteers (if applicable) en area signed tasks for clarity chedule their time accordingly cation, in case of illness or emergencylet immediate . o know your volunteers, and remember to THANK them
Superviso	or Signature	Date