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