

Recommendations for Community Partner Orientations

- Introduce your organization and discuss the population you serve.
- Present the successes and challenges your organization faces, and discuss how students may help you manage those challenges and build on those successes.
- Point out connections you see between the academic course they are taking and issues present at your organization. These connections may relate to policy, funding and support, societal pressures or attitudes toward your population.
- Provide specific suggestions on how to be a good volunteer for you. Provide student volunteer examples when possible.
- Introduce the other people in your organization that students need to know (or make arrangements for a later introduction). Identify the person(s) the students are accountable to/report to.
- Explain health requirements, if applicable (TB test), and whether students should volunteer if they have a cold.
- Provide a list of the rules and protocols that students need to follow as a volunteer with your organization. Provide print copies if possible. This list may include things such as
 - A volunteer dress code
 - General code of conduct, including issues of confidentiality
 - Sign-in and parking procedures
 - Procedure to follow if a student cannot come (due to illness or another valid reason)
 - Expectations that extend beyond weekly volunteer hours:
 - Participating in mid-term and/or exit interviews with your volunteer coordinator
 - Participating in an end-of-semester celebration with other volunteers
 - Recording notes of what happens each week/visit
- Show students where they will sign in and where they will need to record their activities or experiences, if applicable.
- Provide a tour of your site.
- Discuss the particular program and activities students will be participating in this semester. Let students know if they will have options.
- If possible, have students sign up for a particular schedule/program at the orientation. This will facilitate their starting as quickly as possible.