

# New Volunteer Process

## New Volunteers Process

### Tour Times

- 11am on the first Saturday, and following Thursday per month
- Dates may change due to trainers' availability
- Dates are updated on the website

### Tour with New Volunteers

- Provide 4 Handouts
  1. Initial Tour
  2. Information
  3. Application
  4. Release form ("New Volunteer" folder behind front desk)
- Finish the tour in the break room.
- If they are still interested
  - Fill out the application.
  - **\*\*Review their email address\*\***
- Show the volunteer the login process on a tablet.
- Review volunteer sign-up/cancel (steps listed on Volunteer info handout)
- New Volunteer roles will be cleaning & sorting with a training partner and then they may decide their preference for other roles.

### Paperwork > Database

- After the tour, enter the new Volunteer into the database
  - Select groups:
    - All Groups
    - New Volunteer
- Staple application to the release form
- Write the date entered into system on application page

### Tracking Dates

- Add new Volunteer name to .xls / clipboard.
- Document visit information – date, role, partner
- 3rd visit – give them a t-shirt and update Volunteer database roles.

**Questions:** Contact [Volunteers@FreshStartFurnitureBank.org](mailto:Volunteers@FreshStartFurnitureBank.org)

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