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

Revision #2
Created 6 January 2024 22:11:23 by Geoff Schultz
Updated 15 January 2024 20:51:02 by Geoff Schultz