

## **Outline for Orientation Session**

**Welcome (5 minutes)**

**Introductions (presenters and participants) (5 minutes)**

**Ice breakers (if large group) (10 minutes)**

**Part I -- Who are We? (15 minutes)**

CAP Program Programs offered at this centre Centre aims, values, future plans

Who is involved

- staff
- volunteers
- clients

**Part II --The Volunteer Program (20 minutes)**

Positions and the importance of their contribution

Policies and procedures\*

Facilities and equipment

Requirements

Benefits

Record keeping

Time lines

Key events that the volunteer can attend

**BREAK (Coffee, doughnuts, juice) (15 minutes)**

**Part III -- Housekeeping (30 minutes)**

Tour of centre

Introduction to volunteers, staff, clients not included above

Dress code

Parking

Coatroom

Where to take breaks

Washroom location

Sign in/out procedure

Phone numbers to call if unable to attend etc.

**Questions (10 minutes)**