



CLUB PROGRAM ORIENTATION ACKNOWLEDGEMENT

I acknowledge that my supervisor, _____ (name/title) has reviewed and provided the following information during the program orientation held on _____ (date):

- | | | |
|---------------------|--------------------|--|
| _____
Supervisor | _____
Volunteer | 1. Club Tour |
| _____
Supervisor | _____
Volunteer | 2. Volunteer Duty Description <ul style="list-style-type: none">- Thorough discussion of responsibilities, specific duties, performance standards/management- Review Personnel Policies and Procedures |
| _____
Supervisor | _____
Volunteer | 3. Club Environment <ul style="list-style-type: none">- Description of the Club Community- Description of Club Members and Families- Role of the Board and Staff- Club Program Procedures, Methods and Volunteer Hour Log Sheet |
| _____
Supervisor | _____
Volunteer | 4. Review Safety and Emergency Procedures <ul style="list-style-type: none">- Schedule date for Safety Training- Review LAUSD Risk Management Procedure- Review Mandated Reporter Law |
| _____
Supervisor | _____
Volunteer | 5. Assign Volunteer partner to shadow for 1 week |

Volunteer Signature

Date

Site Supervisor Signature

Date

Human Resources Signature

Date