

VOLUNTEER ORIENTATION



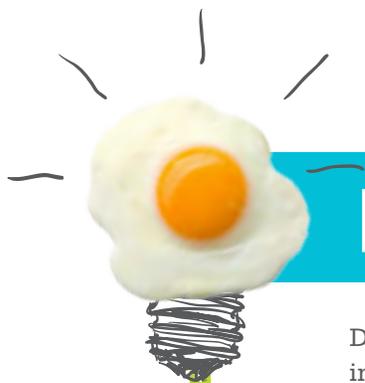
All volunteers should receive a proper orientation when they start volunteering with the breakfast club and at the start of each new school year. This could be as simple as meeting with the principal and program coordinator, or another key volunteer, prior to their first day.

Volunteer orientation is essential to help new volunteers feel welcome while learning more about the club and the important policies and procedures in place at the school. Volunteers who are welcomed with an orientation are more comfortable and confident in their role, are better prepared to take on new challenges as they arise, and are motivated to make a difference. During volunteer orientation it's important to discuss:



- An overview of the school and the breakfast club, including the school's code of conduct, the breakfast club's mission, and guiding principles;
- An introduction to important individuals who are available to support volunteers, including: the school principal, breakfast club coordinator, and other engaged staff members;
- Information about the school including opening times, parking, staff washrooms, where keys to the program can be obtained and all safety procedures in place (volunteer sign in, fire drill and lock down procedures, etc.);
- A tour of the breakfast club facilities including where all supplies are stored, the location of the first aid kit and fire extinguisher, etc.;
- An overview of the program delivery model;
- Program operational details including what time breakfast is served and any morning routines in place (e.g. students line up or sit down to be served, students must wash hands before eating, student volunteer roles, attendance procedures, etc.);
- Safe food handling practices and procedures for responding to emergency situations (e.g. for choking or allergic reactions);
- Guidelines for interactions with students including behavioural management, breakfast club rules and routines, role modeling and encouraging healthy eating practices and other positive interactions with youth to promote self-esteem.

It is essential that all volunteers submit a completed police background check prior to their first day volunteering at the breakfast club. This can be obtained at the local police station. Check with the school principal and local school board in advance for more details on the policies and procedures in place for school volunteers.



BRIGHT IDEAS

During orientation you should collect important personal information from all new volunteers. Keep these documents handy by adding them to the breakfast club binder.

See the "Additional Resources" section for a volunteer information template.

