Volunteers In Parks Program
Orientation Checklist

Volunteer______________________________________________________Date__________________
District/Sector/Park Unit _____________________________________________________________

___ Review and sign Volunteer Registration documents listed on Volunteer Service Agreement Checklist (DPR 208K)
___ Discuss volunteer’s duty statement, including essential functions related to the assignment
___ Discuss volunteer’s duty schedule, including lunch and break times
___ Present overview of history, philosophy, and mission of California State Parks
___ Explain general functions and purpose of the park unit (flow chart of org., district, unit, etc.)
___ Introduce park unit’s General Plan, Management Plan, Interpretive Plan, if appropriate
___ Review volunteer standards of conduct and conflict of interest policies (DAM 0260.6)
___ Explain workers’ compensation and tort liability for long-term volunteers
___ Complete self-training manual “Protecting Privacy in State Government” (www.privacy.ca.gov)
___ Discuss Department Discrimination Complaint Program
___ Discuss Department policies related to workplace violence (DAM 0250.11), sexual harassment, and accessibility (Parks Accessibility Guidelines)
___ Review district/unit safety procedures; discuss DPR Safety, Injury & Illness Prevention Program (DAM 1215); Cal/OSHA Reporting Requirements; Volunteer Protective Equipment (DAM 1220.3)
___ Review appearance standards (grooming, uniforms, period clothing, etc.)
___ Introduce volunteer to CSP staff
___ Provide tour of the unit’s facilities
___ Provide initial training
___ Explain unit practices and procedures (obtaining supplies, vehicle/equipment operation, telephone and computer use, etc.
___ List all state property issued (keys, uniforms, books, etc.) on DPR 175
___ Ensure that volunteer knows whom to contact when he or she has additional questions
___ Other ____________________________________________________________________________
___ Other ____________________________________________________________________________

Supervisor/Lead person completing checklist_______________________________________________
Date orientation completed______________________________________________________________

(Place signed copy of Orientation Checklist in volunteer file.)