# Volunteer Orientation Planning Matrix

- **Reserve Rooms ASAP**
  - **Small Room**
    - All children’s furniture out except low cabinet along right wall
    - 1 white table cloth over said cabinet
    - 15 padded chairs with center aisle facing TV
  - **Large Room**
    - 10 rounds w/ 7 chairs each
    - Black table clothes on every table
    - 1 8ft table in front of sound booth (food)
    - 2 6ft tables
      - 1 in front of sound booth (drinks)
      - 1 outside in front of doors (check-in)
    - 2 large trashcans by each door
    - 1 stool and music stand/bistro table on stage
- **Change Registration WuFoo to reflect date, time/s, & location**
- **Weekly email reminders to volunteers’ responses**
  - **Link to registration WuFoo**
- **Two weeks prior:**
  - Email everyone with details for Orientation - invite!
- **Week before:**
  - Send reminder email to those who have registered
  - Send last email to everyone with details for Orientation
  - Copies of adult application, BG check, student leader app, youth BG check, “what floats your boat”, policy & procedures handbook, & ministry leaders contact sheet
  - **Stuff folders:**
    - **Adult Volunteer**
      - Left (complete & return):
        - Application
        - Blue “roles” sheet
        - Background Check (on white paper)
      - Right (keep):
        - Green- How did you hear?
        - What floats your boat?
        - Ministry contact sheet
    - **Volunteer (16 or 17)**
      - Left (complete & return):
        - Application
        - Blue “roles” sheet
        - YOUTH Background Check (on white paper)
      - Right (keep):
        - What floats your boat?
        - Green- How did you hear?
• Ministry contact sheet
  ▪ Student Leader (15 & under)
    • Left (complete & return):
      o Student Leader Application
    • Right (keep):
      o What floats your boat?
      o Green- How did you hear?
      o Ministry contact sheet

• Logistics for event:
  o 12Stone Village
    ▪ Outside
      • Sign-in sheet (Name, email, & area of interest)
      • Pens and applications (by age)
      • Signs outside the doors
    ▪ Inside Room
      • Snacks & drinks inside room
      • Centerpiece on snack table
      • Give Speaker laminated copies of the application, background checks, etc.
    ▪ To Ministry Leaders: give them their area signs (11x17 laminated) when you see them
  o Cornerstone
    ▪ Outside
      • Folders separated into piles
        o Adult Volunteer/ Volunteer/ Student Leader
      • Signs by the doors
      • Bucket of pens on table for applicants to take into room
    ▪ Inside Cornerstone
      • Area signs on stage for ministry leaders
      • Table sign-in sheets
      • “Need to know” sheets for table leaders
        o Detailing process for event
        o Which papers to complete turn in & location within folder
      • Paperclips on table
      • Black table clothes & centerpieces on each
  o After Orientation
    ▪ Update Wufoo form (date & location)
      • Delete people from cache who attended
        o FIRST export names and save to spreadsheet-date & Attended
      • Email people who registered but didn’t attend with next date & link
    ▪ Update MP response list- remove people who attended Orientation and place them
• Also, remove people who have now been invited 3x and have not attended - close out
• Print address labels for them and send letter
• Also, add people who registered on Wufoo that aren’t on MP response list
  ▪ Sort applications, background check, and any additional info
  ▪ Update Excel Assimilation Spreadsheet for event
    • Enter all names & info from sign-in sheet/s
    • Correspond applications & background checks to people on spreadsheet
    • Scan in applications
      o Save to shared folder
      o Move to No BG Check, Pending, or Clear
    • Turn in BG Checks
      o Check MP first to make sure they don’t already have one on file
        ▪ Verify they have a contact record in MP - if not, create one for them
    • Email anyone with missing information
  ▪ Enter everyone into Trello. Assign staff member last but follow check list.
Children's New Volunteer Orientation Service Flow

- 12:20pm - Tech arrives in Cornerstone
- 12:30pm - Ned's sound check
- 12:45pm - Doors open
  - Slideshow (ProPresenter video) runs
  - Background music (worship mix)
    - Use own if not provided
- 1:10pm - Orientation starts
  - Video Intro - Overview/Ministry Promo
- 1:15pm - Speaker (headset)
  - Speaker teaching from slides
  - Slides
  - Video on one slide - need to cue it
- 1:45pm - Meet ministry leaders
  - Title Slide
  - Soft music
- 2:00pm - Speaker (headset)
  - Announcement & dismissal
- 2:15pm - Out of Cornerstone
**Tech Checklist**

1. Event Name: Children’s New Volunteer Orientation
2. Date: 05/19/13
3. Location: Cornerstone Theater
4. Event Start time: 1pm
5. End time: 2:15pm

- Audio
  - How many lapel mics?
    - 1 Headset (Speaker)
  - How many handheld mics?
    - None
  - Will there be walk-in music?
    - Yes!
  - Client providing walk-in music?
    - Yes - on flash drive
  - Does it need to be recorded?
    - No
  - Is there a live band?
    - No

- Video
  - Do you have PowerPoint?
    - No
  - Do you have DVD’s?
    - No
  - Do you have background graphics?
    - We’ll have ProPresenter ready files (.mov & .png) on a flash drive with the rest of our media.

- Lights
  - Is there a special look you want?
    - No
Set-up Instructions for Volunteer Orientation in Small Room:

- **Arrive at 12:15** (as service is letting out)
- **Retrieve two signs from 5 loaves closet**
  - Volunteer Orientation Sign with Arrow to left - place outside of Meeting room
  - Volunteer Orientation Registration Sign - place outside beside check-in counter (when behind counter, to your right)
- **Retrieve drinks from 5 loaves fridge**
  - Set up Room
  - Set-up Drinks and Snacks
    - Retrieve snacks from storage
    - Set up on shelves turned against windows, on right as you enter
    - Place drink bucket, table decoration, and snacks on top of shelves
  - Set-up front of the room for Speaker (on top of shelves under TV)
    - Retrieve laminated signs and apps from storage
    - Retrieve camera and half sheets of blue paper with markers from storage
- **Set-up Registration outside by 12:45pm - You must be in place by this time; please don’t step away from the desk!**
  - Retrieve wicker basket with apps from storage
  - Stand on right end of counter by the sign
  - Put out green buckets of pens beside sign-in clipboard
  - Have people sign in when they arrive, but don’t let people go back to the room until Preschool opens the doors.
  - Anyone who is on the sheet - have them verify their info. **Anyone who isn’t on the sheet - have them sign in with their info.**
  - Distribute folders based on age - 15 & under, 16 & 17, or 18 & up.
    - The folders are labeled accordingly. The folders without any label are for 18 & up.
- You can close registration at 1:30 - put the sign back in storage.
- Take the wicker basket with you to meeting room in case anyone slipped in without paperwork.
- Speaker should let everyone in around 1:45.
- As you get paperwork back from volunteers, check for these things:
  - **Personal Information/ Contact Info on the application**
  - **Social Security Numbers on ALL background checks**
  - **Signatures on ALL background checks (line above blanks)**
  - **Youth need a Parent’s signature!**
  - **A #1 choice for ministry area (on back of app!)**
- If they don’t have their social/ driver’s license number, ask to take the BGC and I can email them for it. Try very hard to get everything from them now!
- Put completed BGC’s and Apps in orange folder in basket.
• Please put everything back in storage. Thank you SO much for your help!