

CTC Volunteer Process

Materials/forms (General HPP Orientation):

- General Volunteer Form
- Confidentiality Agreement

CTC Docs:

- General CTC Vol Info Sheet
- Welcome Letter
- CTC Values
- Lab Procedures
- Lab Policy
- Online Resources
- CTN Tips

CTC needs for general HPP orientation:

- Initial selection of choice volunteer candidates
- Introduction to the culture and history of HPP, our philosophy and organizational values
- A good understanding of what goes on the building
- General vol coordinator has up to date scheduling/vol needs in the CTC and can make thoughtful recommendations to CTC and WC

Prospective Volunteers that have not been to HPP Orientation

- Are specifically interested in volunteering with the lab.
- Are bilingual
- Have general understanding of the social service/non profit environment
- Send in resume and fill out volunteer forms, scan and send back to Scott
- Scott inputs information into CG

Prospective Volunteers who have been to HPP Orientation

1. Sharon forwards link to CG contact
2. Scott contacts interested volunteer and schedules an orientation time.

First Conversation:

1. Usually over the phone unless they really want to come in.
2. Decide if we would like to call them back to come in. Schedule a CTC orientation on possible time slot.

CTC Orientation

1. Comprehensive tour of the lab, an overview of our general procedures, and possibly time to sit in and observe and/or work with clients for a limited period of time.
2. Receive CTC Welcome Packet
 - Welcome Letter
 - **Procedures**
 - Resource Guide

-Volunteer is contacted if there is still interest

-If there is a good match in schedule, volunteer is placed in a slot.

-If no current match in the schedule, volunteer is marked as "attended CTC Orientation" on CG