

New Volunteer | Onboarding Checklist

Use this checklist to help your onboarding process run smoothly:

Step One – Application & Documents:

- Complete, Sign & Return **Application** (Attached)
 - Complete & Return **Volunteer Preferences Sheet**
 - Gather & Provide your **Required Health Records**:
 - COVID (Vaccinations/Boosters)
 - Flu (proof of most recent vaccination)
 - MMR (mumps, measles, rotolo viruses)
 - Tuberculosis (2-step skin test - proof)
 - Doctor-signed waiver (if unvaccinated for any reason)
 - Make an appointment with Employee Health Department (as needed to verify your health records at **706.571.1998**)
 - Save all documents in PDF format using this label: (“LastName, First Name_Title_Date.pdf”)
 - Submit all via email attachments to:
Kelsey.Kean@piedmont.org
- After completion of Step 1 and submission of required documents, **you will receive an application confirmation email**. Please confirm your scheduled date to attend orientation, AND select your placement(s) to begin after orientation.

Step Two – Uniform – Details & Information:

- Purchase your **Mandatory Uniform** (\$25.00) at PCR Midtown Gift Shop
Note: scrub top is specific to PCR, pants/shoes can be purchased from any vendor.
Uniform: College/Adult Volunteers: beige scrub top, black pants, athletic shoes
PCR Midtown Gift Shop Hours: Mon–Fri: 9 a.m.–6 p.m., Sat: 9 a.m.–3 p.m. (closed Sun) – Ask clerk to assist.
***** Uniform must be worn to orientation *****

Step Three – Orientation – Details:

- Location: Piedmont Columbus Regional (Midtown Campus) - Conference Center
- Prepare uniform in advance and wear it to orientation.
- Refer to your **application confirmation** email to fill in the following details:
- Your reservation for volunteer program orientation is: _____
- Text Kelsey (**706.332.0088**) upon arrival—someone will greet you at the door.

Step Four – Placement – Details:

- Select and confirm your placement(s) via email with Kelsey prior to orientation.
- You will receive **placement confirmation** with more details. Use checklist to fill in here:
- Your placement details:
 - Department(s): _____ Location: _____
 - Day(s)/shift(s): _____ Supervisor(s): _____
 - Training date/time: _____ Expected start date: _____