

Volunteer Onboarding Pack - Filled Example

Completed example: Jordan Lee for Riverside Council | Prepared September 15, 2026

A completed volunteer experience plan covering recruitment, onboarding, shift support, follow-up, recognition, and retention.

Volunteer journey

Stage	Campaign standard	Completed example
Interest received	Respond within 24 hours	Jamie signed up Tuesday 14:10; Priya called Tuesday 18:30.
Role match	Ask comfort, schedule, transport, and access needs	Assigned first canvass with experienced partner.
Onboarding	Send concise welcome with location, purpose, and contact	Email sent with map, clothing guidance, and cancellation link.
First shift	Personal greeting, training, partner, check-in	Jamie shadowed first five doors; lead checked in at 45 minutes.
Follow-up	Thank within 12 hours and offer a specific next action	Text sent at 16:20 with Sept. 26 phone shift option.
Recognition	Make contribution specific and timely	Mentioned Jamie's accurate notes in weekly volunteer email.

Four-week follow-up schedule

Timing	Action	Owner	Completed example
Same day	Personal thank-you and next opportunity	Shift lead	Sent 3:20 PM
48 hours	Confirm selected next shift	Volunteer coordinator	Phone shift booked
7 days	Check experience and role fit	Volunteer coordinator	Prefers phones to doors
14 days	Invite to recurring team / training	Department lead	Added to Wednesday caller team
30 days	Recognition and retention conversation	Volunteer lead	Asked to mentor one new caller

Recognition menu used this month

- ■ Specific thank-you text after first shift
- ■ Volunteer spotlight with permission
- ■ Handwritten note for 20-hour milestone
- ■ Leadership opportunity offered based on reliability
- ■ Post-campaign reference letter process communicated

Training note: This is a fictional completed example. Campaigns should replace all entries with their own facts and verify jurisdiction-specific legal, finance, privacy, and election requirements with current official sources.