

PVM ORIENTATION PREPARATIONS

- Prepare orientation schedule
- Make arrangements for housing & meals for orientation week
- Send confirmation letters to presenters
- Send letter to new PVMs with information about orientation
- Send letter to site supervisors with PVM handbook and agreement forms with self-addressed/stamped envelope
- Send letter to housing sites with a copy of top ten living list
- Order PVM shirts & stitching on denim bags (Creative Impressions for Shirts, 812-232-5046-Mid July)
- Contact PVM alumni about their role in orientation
- Send invitations to commissioning to SP houses, site supervisors and to SP mailings (Potpourri and Day-Day)
- Prepare details for commissioning
- Do check requests, gifts & thank you cards for presenters
- Contact OCA for photo needs for orientation & commissioning
- Post orientation schedule on bulletin boards at SMW
- Prepare orientation binders for volunteers
- Prepare tote bags for volunteers
- Buy supplies for week

Contents of PVM Orientation Binders

Section 1: Orientation

- Orientation Schedule
- A section for each presenter
- Loose-leaf paper
- Orientation Evaluation Form

Section 2: PVM Details

- List of volunteers, phone, address, etc.
- Mission & History of PVM
- Mission & History of SP community and copy of SP's Department Mission Statements
- Listing of Office Staff and numbers
- Responsibilities of PVM Director
- Responsibilities of Volunteer
- Responsibilities of Ministry Site Supervisor
- Financial Responsibilities
- Policies
- Important Dates
- Monthly Summary Forms and stamped envelopes
- Community Living Expectations and Top Ten List
- Volunteer Agreement Forms

Contents of PVM Tote Bags

- Mother Theodore Guerin book
- Why Be a Volunteer book by Beth Dotson
- PVM t-shirt
- Pen