



**BOYS & GIRLS CLUBS**  
OF SPRINGFIELD

# NEW HIRE ONBOARDING CHECKLIST

Welcome to the Boys & Girls Clubs of Springfield. Before beginning your journey with the Movement, the following must be completed with your Program Director.

- Complete New Hire Packet (everything on that checklist must be complete)
- Review Staff Paperwork
  - Behavior Report
  - Incident Report
  - Maintenance Request
  - Vehicle Maintenance Log
  - Weekly Report
  - Paperwork Expectations
  - Average Daily Attendance Sheets
  - Check Request
  - Employee Absence Form
  - Supply Request
  - Medical Food Substitution Record
  - Staff Write-Up
  - Program Area Evaluation
  - Cleanliness Report
  - Job Descriptions
- Review Club Policies
  - Discipline Policy
  - Summer Field Trip Expectations
  - School Year Field Trip Expectations
  - 8 Simple Rules for the Bus
  - Unit Money Handling Procedures
  - Parent Handbook
  - Add/Change Contact Form
  - Mike Williams Scholarship
  - Rental Procedures
  - Specific Unit Information
  - Medical Forms
  - Payment Plan Agreement Form
- Review Emergency Plans & Procedures
  - Evacuation plan
  - Duty Schedule
  - Nutrition Information
  - Fire Exits
  - Master Schedule
  - Arrival and Dismissal Procedures
  - Teacher List
  - Staff Handbook
  - Crisis Management Manual
- Training
  - Why Are You Here?
  - History of the Club
  - Programs
  - Safety
  - Formula for Impact
  - Boys & Girls Club of Springfield History
  - Safety & Supervision
  - Abuse & Neglect
  - Intruder Drill Protocol
  - Classroom Management
  - Sample Program Plan
  - Love & Logic
  - Pre-Suspension Procedures
  - Tools for Teaching
  - Aquatic Safety
  - Vehicle Safety
  - Unit Programs & Descriptions
  - Area Schedules
  - Stalnaker @ a Glance
  - Manuals
  - Emergency & Crisis Manual
  - Part-Time Manual Quick Information Sheet
  - Part-Time Manual
  - Manual of Operations
  - Volunteers and Procedures
  - YEO
  - Activity Sharing. Idea Binder
- Other
  - What to do now?
  - Shadow Your PD in Action
  - Shadow a Staff at your new Club
  - Shadow a Veteran Staff at another Club

