Guidebook Review Quiz for New Volunteers- PRINT BOTH SHEETS PLEASE

Familiarity with policies and procedures is important to being a confident and successful volunteer team member. Review the volunteer guidebook then complete the quiz before attending orientation for new volunteers and bring it with you to the session you choose. Answers will be reviewed as a group during the meeting.

Note: you do not need to print the guidebook, just use it to fill in the blanks.

1. Often, volunteers are the only people Montalvo’s guests meet. (p. 2) T F
2. Our organization is called “Villa Montalvo.” (p. 2, 4) T F
3. Senator Phelan built his country home, Villa Montalvo, in which year? ______________._ (p. 4)
4. Name three of Montalvo’s program areas (p. 5-6) ________________________________
5. Montalvo’s Executive Director is _________________________________. (p. 7)
6. Background check may be required for certain volunteer positions. (p. 8) T F
7. Volunteers are asked to give 57 hours of service annually. (p. 8, 9) T F
8. Free tickets are a regular benefit of volunteering. (p. 10) T F
9. The URL used to access the information & scheduling system is _________________. (p. 11)
10. All volunteers should wear a ________________________________ at public events. (p. 13)
11. At no time shall volunteers drink alcoholic beverages while on duty. (p. 15) T F
12. Parking for Carriage House events is usually in ________________________________. (p. 16)
13. If I cannot make my assignment, I should send someone to take my place (p. 18) T F
14. The type of shoes recommended for volunteers are: _______________________________. (p. 19)
15. Ticket discounts are a benefit of membership at select levels. (p. 24-25) T F
16. Guest volunteers are welcome with gardening/grounds care projects. (p. 26) T F
17. Montalvo provides education programs only for school-age children. (p. 33) T F
18. In the Carriage House, seating for guests begins ________________ prior to show time. (p. 39)
19. All theatre assignments require the ability to stand/walk for extended periods. (p. 40) T F
20. Event Host volunteers may leave as soon as the music has ended. (p.40) T F
21. Volunteers are not allowed on stage or backstage during performances (p. 43) T F
22. The cottages are located _________________________________. (p. 49)
23. MSG stands for: _________________________________. (p. 49)
24. **BONUS:** How many parking lots does Montalvo have? 1 2 3 4 5

**THANK YOU!** We’re looking forward to having you on our volunteer team!

Revised 4.1.2018 Montalvo Volunteer Resources: 408.961.5828 | volunteer@montalvoarts.org
IN-TRAINING QUIZ ADDITIONS- fill in:

• When I check in, the first thing I do is:

______________________________

• Always remember to _________________ before leaving and check in with the
_______________________________

• My hours are recorded by______________________________

• My attire for most volunteer activities is:
______________________________

• Reminders are sent for each volunteer shift appx. _________________ before the
  event.

  ○ This email includes:

  • ____________________________ information,
  • ____________________________ reminders
  • ____________________________time.

My user Name is______________________________

My Password is:______________________________

I sign up for volunteer events by clicking on the ____________________________ Tab.