

Checklist

For the induction of new volunteers



Girlguiding

North East England

New volunteer name:

Date:

- I've given my new volunteer an induction booklet
- I've talked with my new volunteer about their skills and interests and the different possible roles
- I've talked to them about any support needs they may have and completed an adjustment plan
- I've explained key Girlguiding terminology to them
- I know the best way of getting in touch with them
- They understand where they fit within the structure of Girlguiding
- They've been told about websites, social media pages and online groups they may find useful
- They know where to find guiding resources and how to use the website
- I've assigned them a buddy and/or mentor and they've met with or spoken to them
- I've completed an action plan with them so that they know their next steps
- They've been to an induction event and/or watched the welcome to Girlguiding video
- They've completed their recruitment checks
- They know how to claim expenses
- They know the way to their first unit meeting and what will happen when they get there*
- They know who they'll have the most contact with and have their contact details
- They know what they need to wear
- I've checked up on them after their first unit meeting*
- I've had a chat with them about the impact and value of our volunteers
- They know what meetings, events and social events they can attend
- They've been made aware of learning and development opportunities available to them
- They've completed all their essential tasks/training
- I've checked up on them after their first month

* If they are volunteering in a unit