

Volunteer Induction Checklist

Volunteer Name: _____

Named Contact: _____

Location: _____ Date: _____

Checklist

Introduction and description of organisation aims and objectives	
Give volunteer a Staff Structure chart if one is available	
Description of the Volunteer Role	
Give volunteer copy of role description	
Read through Volunteer Policy	
Give volunteer a copy of the policy	
Does Volunteer agree with everything in the policy?	
Get Volunteer to sign agreement, copy it and give volunteer copy	
Emergency contact information completed	
Does volunteer require expenses paid into account – bank details form filled out	
Give volunteer a copy of expense form	
Tour of premises and introductions to the key staff members working there, where to hang coat, where loos are and where they can get coffee etc	
Photo taken for ID badge if one needed	
Name added to sign in sheet if one in operation	
Does the volunteer have any questions?	
volunteer's birthdate could be entered onto the outlook calendar	
Date for first Review and Reflection (Support and Supervision) agreed and entered into outlook calendar	
Anniversary of Volunteer start date entered into outlook calendar	

Agreed Start Date _____

Volunteer signature _____