Volunteer name:

Agreed with:

Date:

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Girlguiding

Action plan

Why complete an action plan? New volunteers will want to know what is expected of them in the short, medium and long term. By agreeing goals you'll be helping your volunteers to focus on the most important tasks so their efforts have a positive and significant impact. The action plan is also a great way to outline who can help your volunteers and where they can find this support.

Goal	When do I need to do it by?	Who can help?	What will I need?	Comments
Complete recruitment checks EXAMPLE	30 September	• Referees • Commissioner • ID verifier	– 2 x referees to complete online form – Valid ID for disclosure checks – Arrange to meet with ID verifier for disclosure checks EXAMPLE	Read the Girlguiding reference and disclosure checks guidelines EXAMPLE