

# Commissioners' checklist

## for the induction of new volunteers



New volunteer name:

Date:

- I've given my new volunteer an induction booklet (copies available from your country/region)
- I've talked with my new volunteer about their skills and interests and the different possible roles (using the volunteer roles handout available from the online shop or the flexible volunteering video on the website - 'How to volunteer when you don't have much time to spare')
- They've been given the chance to attend a taster visit to a unit\*
- I've talked to them about any support needs they may have
- 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 (there's a diagram in the induction booklet they might find helpful)
- 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 (available from the online shop or website)
- 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