



3. STEP 2: INDUCTING YOUR NEW VOLUNTEERS

THINKING EXERCISE

Upon signing up to become a volunteer, what important information do new volunteers in your group need to know about?

Here are some examples:

- » The mission, vision, and values of your volunteering group.
- » Your group's Code of Conduct.
- » The management and operational structure of your group.
- » The different volunteering roles and responsibilities in your group ("who does what").
- » Information on policies (e.g., health and safety, social media policy, financial).
- » Information on training, rosters, uniforms, or equipment use.
- » Information on social and mental health support options available.

1. What information is most important for new volunteers to know?

2. How will you present important information to your new volunteers?

If you are looking for ideas, other groups have presented information to new volunteers in these ways:

- » Creating an induction booklet and giving it to new volunteers to read and then hosting a follow-up session to address questions or concerns they might have.
- » Presenting the most relevant and important information to a group of new volunteers using PowerPoint.

