



# INSTRUCTIONS FOR THE INDUCTION TEMPLATES

Within the **Additional Resources – Onboarding Templates and Checklist** folder are two documents:

- » **The Induction Booklet Template**, and
- » **The Induction PowerPoint Presentation Template**

To help you understand how these documents can be used, here are answers to some questions that you might have;

## WHAT IS THE PURPOSE OF THE INDUCTION TEMPLATES?

The purpose of the two induction templates is to give you a guide on how you can provide new volunteers with all the information they need to know when they join a volunteering brigade, group, or unit.

## WHAT IS IN THE INDUCTION TEMPLATES?

The induction templates contain all the information that a new volunteer needs to know upon joining your volunteering group. The information included in these templates is listed down below;

- Overview of brigade/group/unit
  - Mission, vision, and values of your group
  - Management and operational structure
  - Volunteer roles and responsibilities
- Expectations
- Code of Conduct
- Probationary information
- Training information
- Roster information
- Occupational Health and Safety Policies
- Social Media Policy
- Funding
- Insurance Protection
- Volunteer Support
  - The social support system (available in your group)
  - Mental health support services
- Uniforms and Equipment Use
- Commonly used abbreviations/acronyms
- Frequently Asked Questions (FAQs)

## WHY ARE THESE DOCUMENTS NEEDED?

These documents are designed to help you induct your new volunteers by providing a framework so you can be sure that all new volunteers will receive all the support and information they need right from the start. By giving your new volunteers an induction, you will help to reduce any newcomer stress and anxiety, and also clarify any concerns or questions they might have about your volunteering group and their new role.

## HOW SHOULD I USE THESE DOCUMENTS?

To use these documents effectively, please take a look at each page and add the relevant information in the spaces provided. We suggest you do this on a computer, so things can be easily changed in the future. Once these documents are filled out with information about your volunteering group, you can print some copies out for use when inducting new volunteers.





## **CAN I JUST FILL OUT ONE TEMPLATE OR DO I HAVE TO DO BOTH?**

We understand that some groups prefer to induct new volunteers with a formal presentation, whereas other groups prefer to provide newcomers with a booklet. You can choose whichever format you prefer – there is a template for an induction presentation and another template for an induction booklet.

If you do choose to use a booklet, we recommend that the new volunteers be given their own copy and that they be given adequate time to read it. You should also go through the booklet with them at a later time to discuss any concerns or questions that the new volunteers might have. Even if you use a presentation, you might still like to give your new volunteers a paper copy that they can take home with them. In that case, you could consider using both templates.

We have made some suggestions for how you might use the templates, but you may choose to use the documents however you please!

## **DO I HAVE TO COMPLETE ALL SECTIONS?**

No – you can remove any sections that are not relevant to your volunteering group. Just be careful not to remove anything that a new volunteer might find important! You can also add sections as you see fit.

## **HOW MUCH DETAIL SHOULD I GO INTO IN THESE TEMPLATES?**

The information that you provide to your new volunteers should be relevant to what they need to know upon becoming a volunteer. However, it is important to include enough information that will help to reduce any ambiguity, concerns, or questions that your new volunteers might have. At the same time, don't overwhelm them with too much information. If you are unsure whether something might be important or if it could be left out, you could ask some of your newer volunteers what they think.

## **HOW OFTEN SHOULD THESE DOCUMENTS BE UPDATED?**

Since things in volunteering groups can change over time, it is important to revisit your induction template at least every 12 months. Once you complete your template, set a reminder to revisit the document in a year's time.

We hope that these documents prove to be useful in your volunteering group. Best of luck with inducting your new volunteers!

