

Commissioner checklist

for the induction of new volunteers

New volunteer name:

Date:

- ☐ I've given my new volunteer an induction booklet
- ☐ I've talked to my new volunteer about their skills and interests and the different possible roles
- ☐ 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
- ☐ 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 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
- ☐ They've been to an induction event 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 socials they can attend
- ☐ They've been made aware of learning and development opportunities available
- ☐ They've completed all their essential tasks and training
- ☐ I've checked up on them after their first month

* if they are
volunteering in a unit