

CHECKLIST

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| Before you involve volunteers | Discuss and agree the reasons why you want to involve volunteers | |
| | Write down how volunteers will help your organisation to meet its objectives or deliver its services | |
| | Identify who in your organisation will be responsible for overseeing and supporting your volunteers | |
| | What budget do you have/need to support the involvement of volunteers? | |
| | Discuss what you have to offer volunteers and how they will benefit from volunteering for you e.g. do you offer work experience, training, social interaction, fun? | |
| Identify volunteer roles | Agree what roles and tasks you want volunteers to do. What time commitment do you require? Where will they be based? (home/office?) | |
| | Write a description for each role – include what you want them to do, what skills you require, and what you have to offer them | |
| Advertise for volunteers | Write an advert that is attractive and answers the “what’s in it for me?” question; include if references and DBS checks are required; get feedback on the advert before going live | |
| | Distribute the advert to everyone in your organisation, and ask them to think of at least one person they know who could do this, and approach them to ask them to volunteer | |
| | Distribute the advert across all your networks | |
| | Advertise in a variety of different places (<i>see information overleaf</i>) | |
| Select your volunteers | Put a process in place to follow when potential volunteers contact you: get back to them promptly How will you decide if they have what you are looking for? Who will make this decision? Ensure they meet with the person who will support them day-to-day | |
| | Find out from each potential volunteer why they want to volunteer, what their expectations are, and make sure you can meet these. Do they have any specific needs – and can you support them? | |
| | Carry out any required screening e.g. DBS checks, references | |
| | Identify and arrange induction/any training the volunteer might need | |
| | Introduce the volunteer to key people in your organisation Agree with them their tasks/assignments, and timeframes | |
| Make your volunteer aware of your policies & procedures | Ask your volunteer to sign a confidentiality form (if appropriate) | |
| | Make all relevant policies accessible to your volunteer e.g. Health & Safety/Lone Worker policies | |
| | Reimburse reasonable out-of-pocket expenses, explain claim process | |
| | Advise your volunteer to notify their car insurer if they will be driving | |
| Review | Agree frequency of feedback sessions with your volunteer – e.g. after their first week, first month, 3/6 months. How will you measure their capability? | |
| | Find out how the volunteer is getting on, if volunteering is meeting their expectations, any other support they need, and their suggestions for improvement | |
| | Review tasks/assignments: are they are being satisfactorily achieved? | |
| | Review with your organisation whether your involvement of volunteers is meeting what you originally hoped for | |
| | Revise your volunteer roles/create new ones as appropriate | |

The following information supplements the checklist overleaf. As the accredited Volunteer Centre for Buckinghamshire, Community Impact Bucks can support you by providing advice, information and training. Key areas of support are detailed below. For a full explanation please visit www.communityimpactbucks.org.uk/volunteering

Register for a FREE Finding & Supporting Volunteers' Advice Surgery (visit the "Events" section of our website):

Community Impact Bucks runs *free* monthly 45 minute sessions county-wide where you can receive bespoke, impartial advice dedicated to your volunteering needs. Learn about areas including: Volunteer policies, recruitment, retention and recognition, induction/training, and legal issues involving volunteers.

Attend one of our Attracting & Keeping Volunteers' masterclasses (visit the "Events" section of our website):

Do you manage volunteers? Need a refresher, or are just completely new to the role and could do with a helping hand and the opportunity to network? ... Then this training day could be for you!

Giving you a Helping Hand with your Volunteer (including Trustee) Recruitment:

We have identified some of the best online databases where you can post your opportunities – including Do-it, vInspired, Reach, Media Trust, ICAEW and Career Volunteer. Information can be found on www.communityimpactbucks.org.uk/volunteering

Some things to Consider when Involving Volunteers:

- They are *not* the same as paid staff
- They choose to volunteer – they are not obligated – they can refuse to “work”
- It is good practice to have a *Volunteer Agreement* with all new volunteers – this sets out what a volunteer can expect from you, and what you would like them to offer
- Consider having a *Volunteering Policy* – this sets out your reason for involving volunteers, and your commitment to them
- Although legally they do not have many “rights”, always treat volunteers fairly
- Avoid giving volunteers an income and perks that could be seen as a “wage” – although good practice is to reimburse volunteers for any reasonable out of pocket expenses e.g. travel to the office
- Keep your volunteers motivated - recognise their achievements!

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