



VOLUNTEER CHECKLIST

ARE YOU READY FOR VOLUNTEERS?

COVERING ALL BASES

- Is there a genuine need for volunteers in this organisation?
- Do I/we know the objective of the volunteer role/s?
- Resources – do I have access to the assets I require to facilitate volunteers?
 - Physical - phone, desk, workspace, uniform, equipment, IT etc.
 - Human resources – person/people to train, supervise and review volunteers
 - Financial – for insurance if necessary, for reimbursement of costs attributable to the volunteer role
- Do I have a clearly defined volunteer role/s?
 - Set duties and tasks
 - Clear scheduling (not exceeding 16 hours per week)
 - Well communicated supervision process
 - Defined location/s and workspace with required facilities
- Is there a central point of contact within The Organisation for?
 - Recruitment, training, and induction of volunteers
 - Volunteer management
- Have I promoted the volunteer roles on my organisation's website, communication channels as well as exploring external sites like goodcompany and vollie?
- Does my organisation have
 - Volunteer induction materials including an OH&S briefing
 - A process to complete security screening of volunteers (as needed)
 - A system to direct, review and reward volunteer contribution
 - Appropriate policies to govern volunteer engagement
 - Insurance that covers volunteer activity