

## Volunteer handbook suggested content

### Welcome message/foreword

From a key volunteer, staff member or supporter.

### Organisation's name

Information about your organisation and its set up.

### Volunteering with [organisation's name]

- Key organisational information (e.g. Organisations staff and volunteer numbers).
- Voluntary roles available (include volunteer locations).
- How we value volunteers (e.g. Volunteer policy, volunteer charter).
- Our hopes and expectations (e.g. behaviour, availability).

### Your voluntary role

- Role description (with examples of existing volunteers).
- Support available to you (e.g. volunteer supervisor/manager details, review and support meetings).
- Application process (i.e. how to get involved once interested).

### Induction information

Overview of key information, ideally make a separate induction pack.

- Key policies (e.g. Safeguarding, expenses, data protection).
- Practical information (e.g. forthcoming events, dress code).
- Communication with volunteers (e.g. regular email updates).

## **Record of volunteering**

- Training needs/forthcoming courses (i.e. include any mandatory training).
- Training log (e.g. recording personal development, Expedition Assessor accreditation details).
- Record of key events and notable achievements

## **Further information/links/notes**

Key contacts, websites, useful resources.

## **Appendix and forms**

Documents to refer to throughout your volunteering e.g. expenses.

## **Conclusion and thanks**

From whoever did the welcome message.