

# Information Sheet



## What to expect when you start volunteering

Each volunteer Involving Organisation is different but they should have similar ways of inducting and supporting volunteers.

**The Volunteer Coordinator:** This is the person responsible for volunteers within a Volunteer Involving Organisation. It's likely that throughout your time as a volunteer it will be the Volunteer Coordinator who supports you. You can always talk to your Volunteer Coordinator if you have questions or concerns.

**Application form and Interview:** When you apply for a volunteer role you will often be asked to complete an application form and attend an interview.

**Criminal Records Check (CRB):** Depending on the type of volunteer role you undertake, you may be required to have a CRB check. Your organisation should organise this for you. It involves providing identification and your address history.

**Induction:** You should be given the opportunity to attend a Volunteer Induction. The format of this will vary between organisations. It may be information on the organisation, with an introduction to staff, or it could be more practical, such as going through each step of your role. As part of your induction you should also be given a Health and Safety Induction.

**Volunteer Agreement:** When you volunteer you may be asked to sign a Volunteer Agreement. This is NOT a contract; it is a best working practice guide between yourself and the Volunteer Involving Organisation. A Volunteer Agreement sets out what you can expect from the organisation you volunteer with and lets you know what they expect from you.

**Volunteer Support:** During your time as a volunteer you should be provided with support. Types of support you can expect to receive include; one to one support and supervision meetings, volunteer team meetings and informal catch ups with your Coordinator.

**Volunteer Expenses:** Most organisations pay money towards your volunteer expenses. It's a good idea to ask the Volunteer Coordinator before you start, whether you can claim expenses. Sometimes they may not re-reimburse the full cost of travel but rather pay something towards it.