Use this checklist to ensure you’re covering the basics when welcoming a new adult into your unit team.

**Welcoming a new volunteer into your unit team**

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**Before the first unit meeting, ensure a member of the team …**

* Speaks to the new volunteer, swapped contact details and explains what to do if they can’t make the first meeting as arranged for any reason.
* Explains where the meeting place is, how to get there, what time they should arrive and what to do when they get there.
* Explains how meetings usually run, including opening and closing ceremonies, how the girls are organised and any key guiding jargon they might hear during the meeting.
* Shares what will be happening during the first meeting so they can wear appropriate clothes (e.g. should they be prepared to join in with crafts or games).
* Talks to the new volunteer about what they’ll be expected to do during the meeting and checks they feel comfortable with this.
* Checks that the new volunteer has completed the appropriate A Safe Space e-learnings.

**During the first unit meeting, ensure a member of the team**

* Introduces the new volunteer to the other adults in the team
* Gives the new volunteer a tour of the venue, pointing out key things like toilets and fire exits and explains the fire evacuation procedure.
* Introduces the new volunteer to the girls and gives them the opportunity to tell the girls a bit about themselves.
* Encourages the girls to introduce themselves to the new volunteer during the meeting
* Makes sure the new volunteer has opportunities to get involves in activities as agreed before the meeting.

**At the end of the meeting, ensure a member of the unit team …**

* Thanks the new volunteer for coming along and asks how they found the meeting including what they liked and what they found challenging.
* Checks whether they’d like to join the next unit meeting and provides details of when this will happen.
* Tells the new volunteer about First 15 – the badge they will earn after they’ve volunteered at 15 meetings.
* Reminds the new volunteer about the learning platform. 