**Unit Leader checklist for welcoming a new volunteer into your unit**

**New volunteer:**

**Date of first meeting:**

# **Before the first meeting**

[ ]  I have spoken with the new volunteer before they take part in their first unit meeting, given them my contact details and explained what to do if they cannot make a meeting for any reason

[ ]  I have explained where the meeting place is, how to get there and what time to arrive

[ ]  I have suggested what they might like to wear to the meeting, for example clothes that can cope with messy activities or shoes suitable for playing games

[ ]  I have explained the plan for the term and the dates of any planned outings or activities

[ ]  I have ensured that the new volunteer is familiar with Girlguiding’s safeguarding policy, the code of conduct for volunteers and given them a copy of the unit safeguarding guidelines

[ ]  I have explained how the meeting will run, the opening and closing ceremonies, how the girls are organised and key guiding expressions

[ ]  I have checked whether the new volunteer has any additional support needs or concerns that we should be aware of before the meeting

[ ]  I have explained what I would like the new volunteer to do in the meeting and they have confirmed they are comfortable with this

# **During the first meeting**

[ ]  I have introduced the new volunteer to the other team members

[ ]  I have given the new volunteer a tour of the venue pointing out key things like toilets, fire exits etc and explained the fire evacuation procedure before the girls arrive

[ ]  I have introduced the new volunteer to the girls and given them the opportunity to tell the girls a bit about themselves

[ ]  I have encouraged the girls to introduce themselves to the new volunteer during the meeting

[ ]  I have made sure that the new volunteer has had opportunities to get involved in the ways agreed before the meeting

# **At the end of the first meeting**

[ ]  I have thanked the new volunteer and said how much I am looking forward to seeing them at the next meeting

[ ]  I have talked to the volunteer about how they found the experience, including what they liked and what they found challenging

[ ]  I have explained when they will next hear from me/when we will next meet

[ ]  I have encouraged the new volunteer to take a look at ‘[guidance notes for leaders: running a Girlguiding unit](https://www.girlguiding.org.uk/globalassets/docs-and-resources/learning-and-development/guidance-notes-for-leaders.pdf)’ on the Girlguiding website. (This gives any new volunteer, in any role, a valuable introduction to the Promise, Law, 5 essentials and our programme.)