# **First 6 Weeks of Volunteering**

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| **Induction item** | **Additional Information** | | | **Date** |
| **Support and supervision** | | | | |
| Have regular support meetings scheduled |  | |  | |
| Induction completed-used a checklist |  | |  | |
| Organise and deliver essential start up training |  | |  | |
| Plan future training and ongoing development activities |  | |  | |
| Identify any additional support needs and potential solutions |  | |  | |
| Record volunteer’s successes, progress and any problems, actions |  | |  | |
| **Name of Volunteer:** | **Role of Volunteer:** | | **Sign and date:** | |
| **Name of named volunteer supervisor:** | | **Sign and date:** | | |
| **Any other additional comments:** | | | | |