mansfield and district MADpotters

VOLUNTEER INDUCTION CHECKLIST

This checklist is used to support inducting new volunteers.

Volunteer's Details:

First Name: …..…… Surname: ……..

The new volunteer has been introduced to:	
Management	☐
Immediate Supervisor	☐
Other Team Members	☐
Assigned Buddy (if applicable)	☐
The new volunteer was shown:	
Their workspace	☐
Around the workplace	☐
Available parking	☐
The kitchen and amenities	☐
Where to secure valuables	☐
Location of equipment and supplies	☐
Location of keys/access cards	☐
Location of the First Aid Kit	☐
Location of and how to complete the Incident Register	☐
Where and how to use the POS system if relevant	☐
The new volunteer has been provided with:	

mansfield and district MADpotters

A copy of the Volunteer Handbook	☐
Details of their role and responsibilities	☐
The organisations values and purpose which are part of the Association Rules.	☐
Access to additional organisational resources such as brochures, policies etc.	☐
The new volunteer has had the following procedures explained to them as part of MAD Potters Association Ruies:	
Privacy and Confidentiality	☐
Grievance	☐
Evacuation	☐
Code of Conduct and Disciplinary	☐
The new volunteer has completed a Volunteer Agreement Form	☐

Induction Completed By:

First Name:		**Surname:**	
Position:			
Signature:			

Inductee's Signature:	

Date Commenced:		**Date Concluded:**	