# **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:**      |