

15th November 2018

Volunteer Induction Policy

Purpose:

This policy outlines the procedure that MEND Staff and Leads of working groups should follow when accepting a new volunteer into their working group.

Procedure:

1. New volunteers should be invited to an induction meeting
2. New members induction presentation should be presented to volunteer. Available on Working Group zone > Induction resources
3. Get volunteer to fill in Volunteer form. Available on Working Group zone > Induction resources
4. Provide volunteer with 'Volunteer agreement'. Available on Working Group zone > Induction resources
5. Volunteer should be asked to present one form of ID and one proof of address
 - a. Acceptable forms of ID include but are not limited to: Passport, Driving License, Driving License Counter Part, National ID card
 - b. Acceptable forms of Address include but are not limited to: Utility bill from the last three months, Council Tax Bill, Current Driving License, Driving License Counter Part, Motor insurance certificate, HMRC Tax notification, Electoral Poll Card
 - c. If a person submits a document that has both proof of address and ID then that one document will be sufficient
6. Person profile should be created on salesforce
7. New volunteer form and Proof's of ID should be uploaded onto salesforce under 'Notes and Attachment' under the person profile
8. Original documents and copies of original should be destroyed

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