



Volunteer Program Checklist

Task	Comment	Check
Volunteer Program proposal		
Discussion with staff/management/board	Support needed from upper management/board	
Training: Volunteer management		
Procedures needed <ul style="list-style-type: none"> • Recruitment • Registration (police checks etc)/Selection • Induction • On Job training • Probation period 		
Volunteer Policies <ul style="list-style-type: none"> • Safety • Absence and Lateness • Sign-in Sheets • Harassment and Discrimination • Grievances See other suggestion in Volunteer handbook template		
National Standards in Volunteer management		
Budget		
Volunteering principles	See Volunteer Handbook for example	
Volunteering code of practice	See Volunteer Handbook for example	
Statement of volunteer rights and responsibilities	See Volunteer Handbook for example	
Position descriptions		
Registration form <ul style="list-style-type: none"> • Name • Start date • DOB • Emergency contacts • Medical conditions 		
Volunteer agreement	See Volunteer Handbook for example	
Uniforms etc		
Volunteer procedures to consider <ul style="list-style-type: none"> • Centrelink requirements • Volunteer reward/recognition program • 		



	<p>Volunteer handbook</p> <ul style="list-style-type: none"> ➤ Welcome <ul style="list-style-type: none"> ○ Introduction ○ Our Mission ○ Organisational Information ○ Purpose of the Volunteer Handbook & How to Use It ➤ Section 2 - Policy Manual <ul style="list-style-type: none"> ○ Safety ○ Absence and Lateness ○ Sign-in Sheets ○ Confidential Information ○ Harassment and Discrimination ○ Grievances ➤ Section 3 Volunteer Information <ul style="list-style-type: none"> ○ Rights & Responsibilities ○ Volunteer Conduct ○ Hours of Operation ○ Contact Information ○ Staff Members.. ➤ Section 4 VOLUNTEER ACKNOWLEDGEMENT 		
	Recruitment campaign		
	Advertising		
	Volunteer coordinator	Who is doing this task/ managing day to day activities, rosters etc	
	Volunteer database	Keeping track of your volunteers	



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Other policy suggestions:

- Eligibility Requirements
- Probation period
- Police Checks & Working with Children Checks
- Photo Releases
- Technology Policy
- What to Bring with You
- Performance Feedback or Evaluation Procedure
- Safety and Security, Emergency Procedures,
- Emergency Contact
- Dress Code
- Training and Orientation Information
- Reimbursement Policy
- Personal Vehicle Use Policy
- Conflict of Interest Policy,
- Whistleblower Policy
- Representing the Organisation,
- Media Inquiries
- Substance Use Policy
- Record Keeping, Timesheets

