

## BEFORE YOU RECRUIT WORKSHEET

The following questions may help you to develop your volunteer policy before the recruitment stage.

Decide: Why do we want volunteers?

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What roles might be appropriate for volunteers to do?

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How can we communicate the benefits of volunteering in our organisation?

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What duties may paid staff need to undertake to support volunteers?

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What expenses will we pay reimburse and how will this occur?

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Do we need to alter our insurance coverage to include volunteers?

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What do volunteers need to know when they begin volunteering with us?

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If a volunteer wasn't happy or had concerns what would need to be in place?

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