



Volunteer welcome and induction checklist

Welcome resources - within a week of starting your role

Key resources	Method	Completed? Any questions?
Our volunteer website	Visit the welcome page of our volunteer website. It includes links to our welcome booklet and video. The section on Getting loud about MS includes a range of resources specific to your role.	
MS Society 2015-19 Strategy	Our strategy has seven long-term organisational goals that guide all of our work. Watch Together to beat MS: Our Strategy 2015 to 2019 - the video .	
Who is a campaigner?	Find out what it's like to be a local campaigner . This video features Shana Pezaro who won the 2016 MS Inspiration Award of the Year.	

Welcome resources - within a week of starting your role

Key resources	Method	Completed? Any questions?
Data protection elearning course	<p>This short course is available online or as a distance learning pack, for those who have difficulty accessing an online course.</p> <p>Request a log-in, with your name and email address, or a copy of the distance-learning pack from volunteertraining@mssociety.org.uk.</p>	

Core Role Induction – within one week of starting the role

Campaigns toolkit	<p>Our toolkits offer information and tips on different aspects of campaigning.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • an introduction to campaigning • tactic and events • influencing decision makers • speaking to the press • getting the support of your community • campaigning for access to MS medicines. <p>Read our Local Campaigning Toolkits.</p>	
-------------------	--	--

Core Role Induction – within a month of starting the role

Key resources	Method	Completed? Any questions?
<p>Legal guidance on political neutrality</p>	<p>In all our campaigning, we aim to bring about changes in policy, practice, levels of understanding and awareness of MS, both nationally and locally.</p> <p>As part of this it's important that we have a voice heard by politicians and decision-makers. However, as a national charity, we are also obligated by regulations to campaign in a way that isn't seen to endorse one political viewpoint, or one political party, over another.</p> <p>Listen to our audio recording on political neutrality.</p>	
<p>Representing the MS Society</p>	<p>We offer a range of resources and publicity materials for you to use. Always use branded, up-to-date materials.</p> <p>Resources include:</p> <ul style="list-style-type: none"> • our brand identity guide • guide to our writing style • our Web to print tool • our logo • templates for letters, newsletters and PowerPoint presentations. <p>All are available from our Using our brand webpage.</p>	

Additional resources – within three to six months

These are additional, suggested resources for when you've settled into your role.

Key resources	Method	Completed? Any questions?
Our Campaigns Community	Join our Campaigns Community for news of quick online actions to promote and updates on policy issues that affect MS.	
National campaigning priorities	Learn about our national campaigning priorities on the campaigns section of the MS Society website.	
Local MS services	Go to near me on the MS Society website to find local MS services.	
Your local MP, MSP, MLA or AM contact details	Find your local MP, MSP or MLA on the They Work For You website. In Wales, use the National Assembly website to find your local AM.	
Local campaigning issues	Check your local press to identify campaigning issues within your community.	
Our Facebook page and Twitter feed	Sign up to our social media channels to keep up-to-date with what the MS Society is doing. Like our Facebook page and follow our Twitter feed .	
Networking –R/EROS and Campaigns Team	For any queries, contact: <ul style="list-style-type: none"> • your Regional/External Relations Officer (R/ERO). • the Campaigns Team. 	

Key resources	Method	Completed? Any questions?
Local meetings and forums	Attend an upcoming local meeting, event or social get together - they're a great opportunity to meet other volunteers and members and gain an understanding of the work of your local MS Society group .	
Volunteering forums and learning opportunities	Look out for volunteering forums and learning opportunities organised by the MS Society in your area - all upcoming volunteer events are listed on the volunteer website.	

Campaign Organiser toolkit – Welcome and induction checklist for new volunteers v1	
Content Owner:	Volunteer Learning and Development Manager
Editor:	Volunteer Learning and Development Officer
Signed off:	October 2016
Review date:	October 2018
<p>Multiple Sclerosis Society Registered charity numbers 1139257/SCO41990. Registered as a limited company in England and Wales 07451571.</p>	