



# Fundraising Volunteer welcome and induction checklist

## Welcome!

And thank you, we hope you enjoy your volunteering with us.

## How to use this checklist

This checklist gives you some pointers for settling into your role and finding out about our work, the policies and resources in place to support you.

You can tick off each step as you go along. There is space for you to write any questions you might have as you complete it. The 'Sources of support' below shows you who to ask for more information.

We recommend you complete your induction as soon as you can, particularly resources listed under 'Welcome' and 'My mandatory learning'. This checklist will help you get started in your role but how long it takes to complete will depend on your availability.

### Key



Action



Top tips

## Sources of support



Your Coordinating Team is responsible for the group's finances, planning activities, making decisions and dealing with problems. Contact your Fundraising Group Coordinator in the first instance, they lead the team and are here to support you.



If your Fundraising Group Coordinator isn't able to help, your local fundraising staff contact is here to support you and answer questions:

[volunteers.mssociety.org.uk/node/1800](http://volunteers.mssociety.org.uk/node/1800)



The Supporter Care Team is your point of contact for queries to MS Society departments. They can signpost you to the right person:

[volunteers.mssociety.org.uk/supporter-care-team](https://volunteers.mssociety.org.uk/supporter-care-team)








Speaking to volunteers from other groups can be another source of support. This is something you could organise yourself or ask your fundraising staff contact to do for you.








Other staff who can support you are listed on our volunteer website:

[volunteers.mssociety.org.uk/staff-support](https://volunteers.mssociety.org.uk/staff-support)


## Welcome



Aim	Methods	Any questions?
<input type="checkbox"/> I'm clear about what I'll be doing	 Agree which tasks you'll be taking on with the person who recruited you: <a href="https://volunteers.mssociety.org.uk/fundraising-volunteer">volunteers.mssociety.org.uk/fundraising-volunteer</a>  Refer to your brief for more information.	
<input type="checkbox"/> I'm aware of what learning and development opportunities are available	 Discuss with the person who recruited you what skills you would like to develop and what your priorities are for induction.	
<input type="checkbox"/> I can talk about what it's like to volunteer for us	 Watch our <a href="#">Welcome Video</a> and read our <a href="#">Welcome booklet</a> on the volunteer website: <a href="https://volunteers.mssociety.org.uk/welcome-ms-society">volunteers.mssociety.org.uk/welcome-ms-society</a>	
<input type="checkbox"/> I know what MS is and what impact it might have on people living with it	<p>MS is different for everyone. Find out how we talk about MS and the impact it can have.</p>  Watch the <a href="#">What is MS Video</a> and read about it on the MS Society website: <a href="https://mssociety.org.uk/what-is-ms">mssociety.org.uk/what-is-ms</a>	



Aim	Methods	Any questions?
<input type="checkbox"/> I know what we're striving to achieve	 <p>Watch <b>Our Strategy Video</b> to find out more about the organisational goals we are all working to:  <a href="https://mssociety.org.uk/about-us/our-strategy">mssociety.org.uk/about-us/our-strategy</a></p>	
<input type="checkbox"/> I'm aware of our Code of Conduct and how to represent the MS Society	 <p>Visit <b>Representing the MS Society</b> on our volunteer website:  <a href="https://volunteers.mssociety.org.uk/representing-ms-society">volunteers.mssociety.org.uk/representing-ms-society</a></p>	
<input type="checkbox"/> I can find the policies in place to support us	 <p>To find out the range of policies we have and what they cover, visit <b>Policies and documents</b>:  <a href="https://volunteers.mssociety.org.uk/policies">volunteers.mssociety.org.uk/policies</a></p>  <p>See what policies you must read and understand as part of your role in 'My mandatory learning' below.</p>	
<input type="checkbox"/> I know how to claim my expenses	 <p>Read our <b>Expenses policy</b> to find out how to claim expenses and what for. You'll need to fill in your <b>Expenses claim form</b>.</p> <p>Policy:  <a href="https://volunteers.mssociety.org.uk/resources/1855">volunteers.mssociety.org.uk/resources/1855</a></p>	



	Expenses claim form: <a href="https://volunteers.mssociety.org.uk/resources/376">volunteers.mssociety.org.uk/resources/376</a>	
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## My mandatory learning

Aim	Methods	Any question?
<input type="checkbox"/> I can apply fundraising standards to our fundraising activities	<p>We're committed to ensuring all fundraising activities organised on behalf of or in aid of the MS Society meet external fundraising standards and legal requirements.</p> <p> Find out about fundraising standards in our online presentation. Use our <a href="#">Fundraising standards action plan</a>. Access these on <a href="#">Our fundraising standards</a>: <a href="https://volunteers.mssociety.org.uk/our-fundraising-standards">volunteers.mssociety.org.uk/our-fundraising-standards</a></p>	


Aim	Methods	Any question?
<input type="checkbox"/> I know how to handle everyone's data so their personal details are kept safe	<p>You need to make sure the personal data you handle is processed in line with the Data Protection Act.</p> <p> Discuss how to handle data safely and securely, and only for the purpose(s) agreed with the Coordinating Team. Read the <b>MS Society data protection policy</b> and <b>Handling data</b> for more information.</p> <p>Policy:  <a href="https://volunteers.mssociety.org.uk/resources/861">volunteers.mssociety.org.uk/resources/861</a></p> <p>Handling data:  <a href="https://volunteers.mssociety.org.uk/handling-data">volunteers.mssociety.org.uk/handling-data</a></p>	
<input type="checkbox"/> I can use our risk management systems and our events guidance	<p>We're committing to provide a safe environment for all involved with us. You must be familiar with our health and safety policy, events risk management systems and events guidance.</p> <p> Discuss and plan with your Fundraising Group Coordinator how to implement any actions and complete all checks. Read <b>Health and safety basics</b> and <b>Our events risk management system</b> for more information.</p>	

	<p>Health and safety basics (including policy):  <a href="https://volunteers.mssociety.org.uk/health-and-safety-basics">volunteers.mssociety.org.uk/health-and-safety-basics</a></p> <p>Our events risk management systems and our events guidance:  <a href="https://volunteers.mssociety.org.uk/events-risk-system">volunteers.mssociety.org.uk/events-risk-system</a></p> <p> You are responsible for making sure Volunteers you're coordinating are briefed on health and safety on the day of an event.</p>	
<p><input type="checkbox"/> I understand and agree with our commitment to treating others fairly, according to their needs</p>	<p>We're committed to offering services and activities that are relevant, inclusive and everyone, preventing any form of discrimination.</p> <p> Discuss with the Coordinating Team how we can meet our commitment. Read our <a href="#">Equal opportunities and inclusion policy</a> and our <a href="#">Diversity position statement</a> for more information.</p> <p>Equality opportunities and inclusion policy:  <a href="https://volunteers.mssociety.org.uk/resources/366">volunteers.mssociety.org.uk/resources/366</a></p> <p>Diversity position statement:  <a href="https://volunteers.mssociety.org.uk/resources/367">volunteers.mssociety.org.uk/resources/367</a></p>	



Aim	Methods	Any question?
<input type="checkbox"/> I can keep myself safe when volunteering on my own	<p>You must make sure you take every precaution when volunteering on your own.</p>  Find out about the range of ways to keep yourself safe. Read <b>Lone volunteering</b> on our volunteer website. It includes our <b>Lone working and volunteering policy</b> and guidance. <a href="https://volunteers.mssociety.org.uk/lone-volunteering">volunteers.mssociety.org.uk/lone-volunteering</a>	
<input type="checkbox"/> I know how to raise a concern about malpractice, such as fraud or mismanagement	<p>Malpractice is rare but any concerns must be reported and you need to know our procedure for whistleblowing.</p>  Find out what malpractice includes, and how to decide what is a concern and how to raise it. Read our <b>Whistleblowing policy</b> for more information: <a href="https://volunteers.mssociety.org.uk/resources/865">volunteers.mssociety.org.uk/resources/865</a>	



## Induction to my role and responsibilities

Aim	Methods	Any questions?
<input type="checkbox"/> I am confident promoting our fundraising activities	 Meet with other volunteers in the group to find out what they're organising.	

## Learn as you go

Aim	Methods	Any questions?
<input type="checkbox"/> I can plan and organise a range of fundraising activities	 Discuss with the Coordinating Team the range of fundraising activities you'll organise. Read <i>Ways to fundraise</i> to start generating ideas: <a href="https://volunteers.mssociety.org.uk/ways-fundraise">volunteers.mssociety.org.uk/ways-fundraise</a>	
<input type="checkbox"/> I know how to access the group email	 Find out how to by The MS Society email: <a href="https://volunteers.mssociety.org.uk/MS-Society-email">volunteers.mssociety.org.uk/MS-Society-email</a>	

If you have any feedback about this checklist, please email [volunteering@mssociety.org.uk](mailto:volunteering@mssociety.org.uk)

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