



# Insight Volunteer welcome and induction checklist

## Welcome!

And thank you, we hope you enjoy volunteering with us. We want you to have an opportunity to find out about our work, the policies in place to support you and the resources that will be essential to you.

## How to use this checklist

This checklist gives you some helpful pointers for settling into your role.

You can tick off each task 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. 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 staff contact is here to support you, answer questions about what you'll be doing, your learning and where you can get more information.



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)







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


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

## Welcome


Aim	Methods	Any questions?
<input type="checkbox"/> I've agreed the tasks and activities I'll be doing with the person who recruited me	 <p>Discuss your role with your staff contact and agree which tasks you will be taking on:  <a href="https://volunteers.mssociety.org.uk/insight-volunteer">volunteers.mssociety.org.uk/insight-volunteer</a></p>	
<input type="checkbox"/> I've watched our welcome video and read our welcome booklet	 <p>Watch our Welcome video and read our Welcome booklet on the volunteer website:  <a href="https://volunteers.mssociety.org.uk/welcome-ms-society">volunteers.mssociety.org.uk/welcome-ms-society</a></p>	
<input type="checkbox"/> I know what MS is and what impact it might have on people living with it	<p>It's important you find out how we describe MS and the impact it can have.</p>  <p>Watch the What is MS video 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></p>	
<input type="checkbox"/> I know what we're striving to achieve	 <p>Watch our Strategy video 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 Representing the MS Society 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 know the range of policies we have in place and where to find them	 <p>Visit Policies and key documents on our volunteer website. Find out the range of policies we have in place and what they cover:  <a href="https://volunteers.mssociety.org.uk/policies">volunteers.mssociety.org.uk/policies</a></p>  <p>See what policies you must have read and understood as part of your role in 'My mandatory learning.'</p>	
<input type="checkbox"/> I've read our expenses policy and I know how to claim expenses (if relevant)	 <p>Read our expenses policy to find out how to claim expenses and what for. You'll need to fill in an expenses claim form.</p> <p>Policy:  <a href="https://volunteers.mssociety.org.uk/resources/1855">volunteers.mssociety.org.uk/resources/1855</a></p> <p>Expenses claim form:  <a href="https://volunteers.mssociety.org.uk/resources/376">volunteers.mssociety.org.uk/resources/376</a></p>	

## My mandatory learning

Aim	Methods	Any questions?
<input type="checkbox"/> I understand the importance of treating everyone with equal respect	<p>We're committed to making sure our information, services, campaigns and awareness activities are led by the diverse voices from the whole MS community.</p> <p> Read our equal opportunities and inclusion policy and diversity position statement. Think about how we can meet our commitment to being relevant, accessible and inclusive.</p> <p>Equality opportunities and inclusion policy: <a href="https://volunteers.mssociety.org.uk/resources/366">volunteers.mssociety.org.uk/resources/366</a>            Diversity Position Statement: <a href="https://volunteers.mssociety.org.uk/resources/367">volunteers.mssociety.org.uk/resources/367</a></p>	

## Induction to my role and responsibilities

Aim	Methods	Any questions?
<input type="checkbox"/> I've received my brief and I'm clear about what I'll be doing	<p> Read your brief and let your staff contact know if you need any other information.</p>	

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