



# Fundraising Events 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's space to write any questions you might have as you complete it. The 'Sources of support' below shows 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

If you're supporting a National event:



The Fundraising Team is here to support you in your role, answer questions about what you'll be doing, your learning and where you can get further information. Contact them by emailing [challenge@mssociety.org.uk](mailto:challenge@mssociety.org.uk)



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

## If you're supporting a local event:



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



If your Group Coordinator isn't able to help, your Local Networks Officer (LNO) is the key staff contact for local groups: [volunteers.mssociety.org.uk/local-networks-team](https://volunteers.mssociety.org.uk/local-networks-team)



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 by attending meetings organised by your LNO which bring together other groups and volunteers.



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)



Our [Group Handbook](#) offers guidance on the practices and procedure groups should follow: [volunteers.mssociety.org.uk/group-handbook](https://volunteers.mssociety.org.uk/group-handbook)

## 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-events-volunteer">volunteers.mssociety.org.uk/fundraising-events-volunteer</a>   Refer to your brief for more information on what you'll be doing on the day.	
<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> : <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 I am able to explain how it affects different people in different ways	<p>Everyone experiences MS differently. We have listened to what people affected by MS have told us. Find out more.</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	 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>	
<input type="checkbox"/> I'm aware of our Code of Conduct and how to represent the MS Society	 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>	
<input type="checkbox"/> I can find the policies in place to support us	 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>	
<input type="checkbox"/> I know how to claim my expenses	 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> . Policy: <a href="https://volunteers.mssociety.org.uk/resources/1855">volunteers.mssociety.org.uk/resources/1855</a> Expenses claim form: <a href="https://volunteers.mssociety.org.uk/resources/376">volunteers.mssociety.org.uk/resources/376</a>	

## My induction on the day

Aim	Methods	Any questions?
<input type="checkbox"/> I can make sure I keep myself and others safe	<p>We're committed to provide a safe environment for all involved with us.</p>  <p>Discuss with the volunteer(s) or staff contact responsible for organising the event how to ensure your safety and the safety of participants on the day.</p>	

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

<b>Fundraising Events Volunteer - Welcome and induction checklist v1</b>	
Content Owner:	Head of Volunteering
Editor:	Volunteer Learning and Development Manager
Author:	Volunteer Learning and Development Officer
Signed off:	February 2019
Review date:	February 2020
<p><b>Multiple Sclerosis Society</b> Registered charity numbers 1139257/SCO41990. Registered as a limited company in England and Wales 07451571.</p>	