



Stop MS Champion 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 new 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 can be agreed between you and your staff contact.

Key



Action



Top tips

Sources of support

If you're supporting a National event:



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.

volunteers.mssociety.org.uk/fundraising_support



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




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

volunteers.mssociety.org.uk/staff-support

Welcome

Aim	Methods	Any questions?
<input type="checkbox"/> I'm clear about what I'll be doing	 <p>Agree which tasks you'll be taking on with the person who recruited you: volunteers.mssociety.org.uk/stop-ms-champion</p>	
<input type="checkbox"/> I can talk about what it's like to volunteer for us	 <p>Watch our Welcome Video and read our Welcome booklet: volunteers.mssociety.org.uk/welcome-ms-society</p>	
<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>  <p>Watch the What is MS Video and read about it on the MS Society website: mssociety.org.uk/what-is-ms</p>	

<input type="checkbox"/> I know what we're striving to achieve	 Find out about the organisational goals we are all working to: mssociety.org.uk/about-us/our-strategy	
<input type="checkbox"/> I'm aware of our Code of Conduct and how to represent the MS Society	 Visit Representing the MS Society on our volunteer website: volunteers.mssociety.org.uk/representing-ms-society	
<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 Policies and documents : volunteers.mssociety.org.uk/policies	
<input type="checkbox"/> I know how to claim my expenses	 Read our Expenses policy to find out how to claim expenses and what for. You'll need to fill in your Expenses claim form . Policy: volunteers.mssociety.org.uk/resources/1855 Expenses claim form: volunteers.mssociety.org.uk/resources/376	

My Mandatory Learning

I can access and handle everyone's data so their personal details are kept safe



You need to make sure the personal data you handle is processed in line with the General Data Protection Regulation (GDPR)

Discuss how to handle data safely and securely, and only for the purpose(s) agreed with your staff contact.

Complete the Data Protection Essentials for GDPR eLearning.

Completing this eLearning is the first step to obtaining your own MSS email address (if you don't have one already). Your staff contact will start the process of getting one set up with you.



Read the policies and guidance provided to help you comply, such as:



Policy:

volunteers.mssociety.org.uk/resources/861





Handling data:

volunteers.mssociety.org.uk/handling-data

<input type="checkbox"/> I will keep personal information given to me private	<p>We're all responsible for ensuring confidentiality</p>  <p>Read our Confidentiality statement for more information:</p> <p>volunteers.mssociety.org.uk/resources/393</p>	
<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>Discuss with your staff contact how we can meet our commitment to being relevant, accessible and inclusive. Read our Equal opportunities and inclusion policy and our Diversity position statement for more information.</p> <p>Equality opportunities and inclusion policy: volunteers.mssociety.org.uk/resources/366</p> <p>Diversity Position Statement: volunteers.mssociety.org.uk/resources/367</p>	

<input type="checkbox"/> I know how to keep myself safe when volunteering on my own	<p>We want to make sure you take every precaution when volunteering on your own.</p>  <p>Find out about the range of ways to keep yourself safe. Read Lone volunteering (including our Lone working and volunteering policy and guidance) on our volunteer website: volunteers.mssociety.org.uk/lonevolunteering</p>	
<input type="checkbox"/> I know how to report a safeguarding concern	<p>It's important you feel confident you know how to recognise and report a safeguarding concern.</p>  <p>Read Safeguarding and our policies (for England and Wales, Northern Ireland and Scotland) on our volunteer website. Find out what constitutes a safeguarding concern and how to report it:</p> <p>volunteers.mssociety.org.uk/safeguarding</p>	

Induction to my role

Aim	Methods	Any questions?
<input type="checkbox"/> I know about Stop MS and what we're hoping to achieve.	 Watch our Stop MS video to find out about our exciting appeal towards transforming treatment for everyone with MS volunteers.mssociety.org.uk/stop-MS-appeal Read our Stop MS Short Guide volunteers.mssociety.org.uk/resources/stop-ms-guide-champions	
<input type="checkbox"/> I can apply our social media guidelines and know where to find branded social images	 Visit Using social media for guidance: volunteers.mssociety.org.uk/socialmedia  Use our social media images: volunteers.mssociety.org.uk/socialmedia-images  Stop MS social media images: https://volunteers.mssociety.org.uk/stop-ms-social-media-assets	

<input type="checkbox"/> I know how to share tips, promote successes encouraging other volunteers across the UK.	 <p>Join our STOP MS Facebook group to connect with other volunteers fundraising for STOP MS</p> <p>Join the group here</p> <p>For guidance on how to join and set up a Facebook profile:</p> <p>volunteers.mssociety.org.uk/social-media</p>	
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If you have any feedback about this checklist, please email volunteering@mssociety.org.uk

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