Choose someone within the group to take responsibility for and enrol new volunteers.

Be clear about the role you want the volunteer to have - complete a task description form.

All Volunteers, helpers to be provided with task description and to complete an enrolment form.*

Groups may at this stage choose to have a formal interview or informal discussion with the person.

Is the person suitable?

YES - Undertake PVG Scheme membership checks, if task involve regulated work.

Vetting information received - considered in line with groups equal opportunities policy.

Is the person suitable?

YES - Person invited for introductory session to meet other group members & discuss their role in the group.

NO - Advise person.

* Standard forms are attached at the end of this section for your use.