

INFORMATION KITS FOR POTENTIAL VOLUNTEERS

When potential volunteers approach your agency, it is important to acknowledge all enquiries and outline the process for which volunteers are recruited.

Your “information kit” should contain relevant material about your agency and the services you provide, and enable the interested person to assess whether they would like to be a part of your volunteer team.

An “Information Kit” may contain the following material:

- An introductory letter, giving the name and contact details of the contact person for volunteers;
- Information about your organisation (mission, purpose) – this may be in the form of a flier/leaflet/newsletter;
- The types of volunteer positions that are available and a summary of what each position entails;
- The potential benefits of volunteering with your organisation – the “*What’s in it for me*” details;
- Instructions on the application process – you may have a summary about how to apply for a volunteer position, when and where to apply;
- An application form;
- Details about the interview/screening process – does the applicant need a Police Clearance, references and so on;
- A copy of the rights and responsibilities of volunteers and agencies recruiting volunteers.

Remember, your Information Kit is a very useful promotional tool for your agency. Try to make it as informative as possible, but take into consideration that the information you provide should be easy to read and understand. You do not want to put a prospective volunteer off by making it too cumbersome/difficult for them to commence volunteering.