



Name of volunteer:

Date:

Task	Led by	Completed (please tick & date)
Initial interview	Volunteer Manager	
Induction	Volunteer Manager	
Introduce to staff	Volunteer Manager /other member of staff	
Show around the building	Volunteer Manager /other member of staff	
Personal box/file, file on server	Volunteer Manager	
V2	Volunteer Manager	
Expenses & Expenses Policy	Volunteer Coordinator	
Payment details received by Finance Officer	Finance Officer	
Volunteer Policies and Procedures	Volunteer Manager	
Computer & Network	Volunteer Manager	
Fire procedures signed off	Volunteer Manager	