

VOLUNTEER WELCOME PACK CONTENTS PAGE



A volunteer welcome pack is an important aspect of volunteer management. It gives the volunteer important information about their new role.

Things it might include would be:

- A personal welcoming letter from your Club President or CEO
- A copy of the job description
- A list of members in the club, their roles, responsibilities and phone numbers
- Volunteer code of conduct
- Explanation of the structure and size of the club – as well as its history
- Dates and times of practices and competitions
- Schedule of club fees and what are they used for
- Details of any fund-raising events
- Information on upcoming training course dates and costs
- Reimbursement information for out-of-pocket expenses