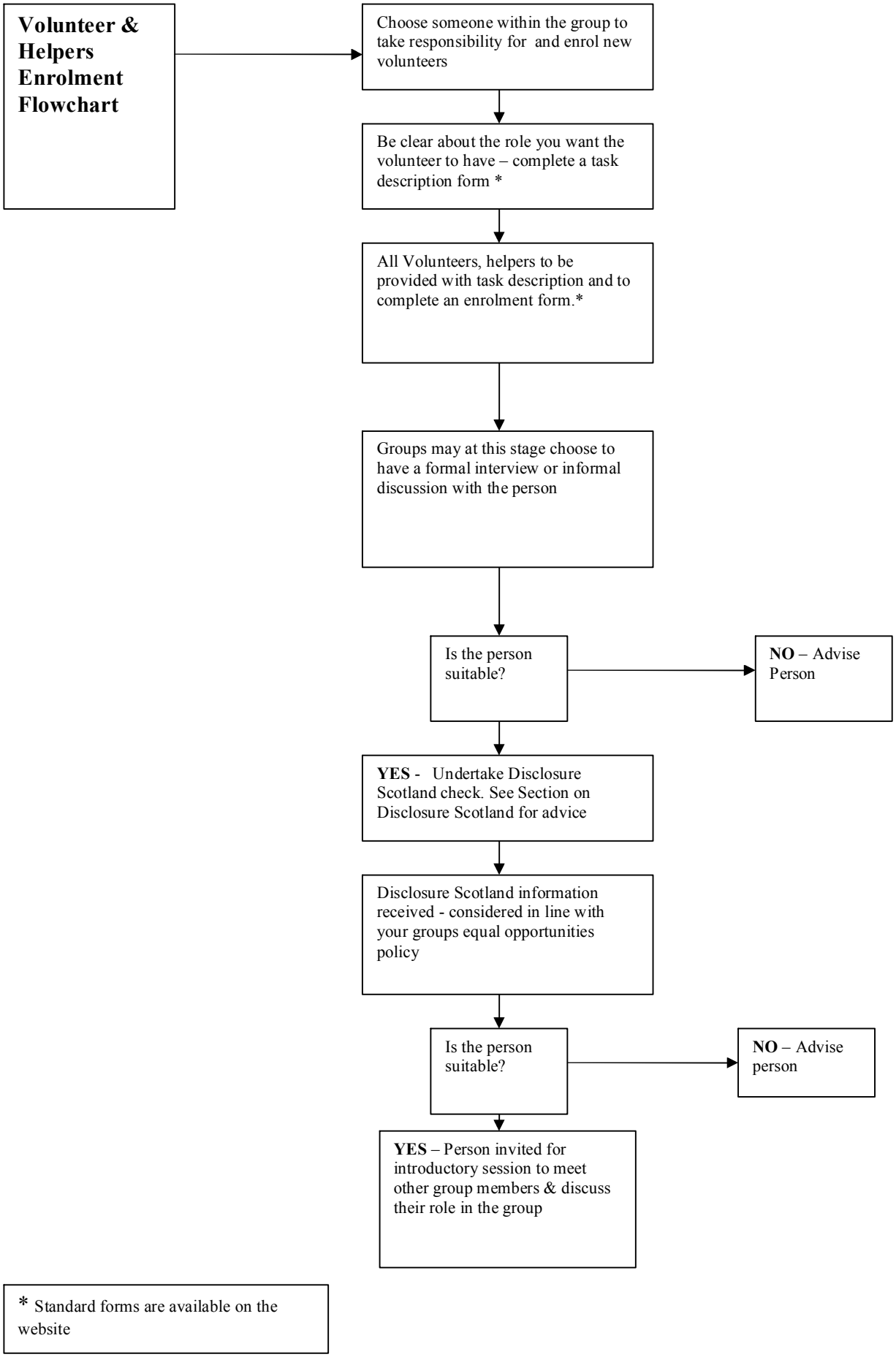
Volunteer & Helpers Enrolment Flowchart
Choose someone within the group to take responsibility for and enrol new volunteers
Be clear about the role you want the volunteer to have – complete a task description form *
All Volunteers, helpers to be provided with task description and to complete an enrolment form.*
Groups may at this stage choose to have a formal interview or informal discussion with the person
Is the person suitable?
NO – Advise Person
YES - Undertake Disclosure Scotland check. See Section on Disclosure Scotland for advice
Disclosure Scotland information received - considered in line with your groups equal opportunities policy
Is the person suitable?
NO – Advise person
YES – Person invited for introductory session to meet other group members & discuss their role in the group
* Standard forms are available on the website