**Working well with volunteers – Taking on volunteers checklist**

It may be helpful to run down these questions when you are planning to recruit as answering them in a systematic way may save time in the long run and highlight any questions the answer to which is not yet clear.

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| What is the task? (And does it have a role description or similar?) |  |
| Does it require particular skills?  |  |
| Does it require long-term commitment, short term commitment or can it be flexible? |  |
| Does it have to be done at particular times?  |  |
| Does it have to be done in a particular place or could it be done from home? E.g. accounts, designing posters or leaflets etc. |  |
| Does the volunteer have to be a practising Christian or member of the congregation? |  |
| Is the role eligible for a DBS check? (see [*Managing Formalities*](http://www.cuf.org.uk/sites/default/files/volunteering-guidance/managing-formalities.pdf)for further information) |  |
| Have you done a risk assessment? (see [*Managing Formalities*](http://www.cuf.org.uk/sites/default/files/volunteering-guidance/managing-formalities.pdf)for further information) |  |
| Is there a start date?  |  |
| Is there a finish date? |  |
| Will you reimburse out of pocket expenses?(see [*Managing Formalities*](http://www.cuf.org.uk/sites/default/files/volunteering-guidance/managing-formalities.pdf)for further information) |  |
| Where will you ‘advertise’? |  |
| Who should those interested in volunteering contact? (and how?) |  |
| Are you using an enquiry form? |  |
| Will you have any process to discern whether the role is a good fit for the person? |  |
| If so, what is the process and who is responsible for it? |  |
| When the volunteer starts, how will you introduce them to anything they need to know? (See [*Encouraging Development*](http://www.cuf.org.uk/sites/default/files/volunteering-guidance/encouraging-development.pdf) guidance) |  |