

# TOGETHER WE CAN

A GUIDE TO FAMILY SUPPORT VOLUNTEERING

## CHECKLIST OF THINGS TO CONSIDER WHEN ENGAGING FAMILY SUPPORT VOLUNTEERS

Together We Can is a collection of resources for organisations developing a service where volunteers support families of a child with a life-limiting or life-threatening condition. The resources were developed and tested specifically for this purpose with volunteers working in the homes of a child with a life-limiting condition, but might be useful for any organisation developing volunteer services.

# CHECKLIST OF THINGS TO CONSIDER WHEN ENGAGING FAMILY SUPPORT VOLUNTEERS

**This checklist will help you identify your strengths and weaknesses when recruiting and training Family Support Volunteers. Simply tick whether your organisation currently does each thing so you can see any areas to work on. You can use the comments / evidence column to insert notes about what documents, resources and evidence you have available. Links to Together We Can resources are included so you can go straight to sections most relevant to you.**

A Family Support Volunteering service will only work if you are able to recruit and retain committed and motivated volunteers. It takes a lot of time to recruit volunteers, train them, undertake checks and continue to supervise and support them. There are real benefits for the volunteers and for the people they support, but you need to allow enough time for the service to get up and running.

Things to think about	Yes	Partly	No	Comments / evidence available	For more help click on the links below
<b>Recruiting Family Support Volunteers</b>					
Have you made links with local volunteer bureaux and other organisations that could help?					
Have you looked into good times to advertise for volunteers? There are national and international volunteering weeks (usually in June and November) as well as university fairs and promotional events.					<a href="#">Top tips for advertising Family Support Volunteering</a>
Have you prepared flyers, leaflets, online materials and simple advertisements to recruit volunteers?					<a href="#">Example volunteers poster</a> <a href="#">Example leaflet for volunteers</a> <a href="#">Example promotional wording</a>
Do you know the best ways to advertise for volunteers? For example are you making good use of social media, posters on noticeboards, mail drops, drawing on staff to volunteer, university placements etc?					<a href="#">Top tips for advertising Family Support Volunteering</a>
Do you have a clear description of what volunteers will do? Having a clear role description makes it easier to recruit people.					<a href="#">Example Family Support Volunteer role description</a>
Are you offering a wide range of volunteering opportunities? Some people might be comfortable doing administrative work for the programme whereas others might want to work with families. Some might want to volunteer every week whereas others might want to do one-off gardening or painting.					
Do you have an application form for potential volunteers?					<a href="#">Example volunteer agreement</a>

Things to think about	Yes	Partly	No	Comments / evidence available	For more help click on the links below
<b>Training Family Support Volunteers</b>					
Have you factored in the time and money needed for criminal records checks?					<a href="#">Step-by-step guide to setting up a Family Support Volunteering Service</a>
Do you have clear guidance available for volunteers? Giving volunteers a short handbook in advance of any training can help them start to prepare.					<a href="#">Volunteer guidelines document</a>
Do you have a robust training package in place for volunteers? Example modules are available in the Together We Can resource kit but these were designed for volunteers providing practical support in people's homes. The training did not cover working directly with children or adults with life-limiting conditions. You will want to adapt any training to fit your organisation and your volunteering service objectives and scope.					<a href="#">Family Support Volunteer training guide for facilitators</a> <a href="#">Training modules</a>
Are volunteers required to do any mandatory training? If so, think about how mandatory training could be made available online or made easily accessible.					
Have you planned whether to run volunteer training every quarter or six months or hold new training whenever there are enough new people interested? Having a regular schedule of volunteer training can work well.					
Do you have a way to review the competencies of volunteers? Some people might not be suitable to be volunteers so you need a way to consider where there might be issues.					<a href="#">Family Support Volunteer training assessment record</a>
Do you have an agreement that you will ask volunteers to sign? Some organisations have found that asking volunteers to sign an agreement helped all parties be clear about their responsibilities and take volunteering seriously.					<a href="#">Volunteer agreement</a>