

WELCOME PACK

*The volunteer coordinator (or someone else appropriate) should welcome new volunteers to the club and provide an orientation so that they feel like they belong as quickly as possible. Each volunteer should also receive a welcome pack when they begin as a volunteer for your club and at the start of each season. A volunteer welcome pack is an important aspect of volunteer management. It gives the volunteer important information about their new role.*

**Volunteer Welcome Pack**

This should include the following:

* Personal welcoming letter from the club chairperson
* Volunteer code of conduct setting out the basic rules about what is expected of volunteers
* Copy of their role description to help the volunteer understand what their role entails
* A list of club contacts
* A list of key club dates
* Dates and times of training for various teams if available
* Information on any upcoming training courses and costs
* Expense claim forms (if applicable)

A Sample Welcome Pack including all of the above is available on the following pages but it is important that you update these to reflect your clubs specific information and requirements.

[Insert Club Name Here]

[Insert Club Logo Here]

**VOLUNTEER WELCOME PACK**

[POSITION]

[](http://www.google.ie/imgres?imgurl=http%3A%2F%2Fwwwf.imperial.ac.uk%2Fblog%2Fsabrinalamour%2Ffiles%2F2013%2F11%2FWelcome_Friends.jpg&imgrefurl=http%3A%2F%2Fwwwf.imperial.ac.uk%2Fblog%2Fsabrinalamour%2F2013%2F11%2F08%2Fhello-world%2F&h=273&w=440&tbnid=T_dth5rvDfC0bM%3A&zoom=1&docid=EPax2WDzrv5uIM&ei=D_hKU_eBMazy7AbqtYG4CA&tbm=isch&ved=0CJEBEIQcMA0&iact=rc&dur=987&page=3&start=13&ndsp=11)**Date:**

If found please return to:

[Insert name – for example the Secretary or Volunteer Co-ordinator]

[Insert their position]

[Insert club name]

[Insert club address]

[Insert contact phone number/ email]

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**Sample Welcome Letter**

WELCOME to St Patrick’s Ladies Gaelic Football Club! We hope that you will find your volunteering experience rewarding and that you enjoy your key role in our Club.

We would like to take this opportunity to say a heartfelt “Thank You!” We greatly appreciate your involvement with our club. Thank you in advance so much for your time and hard work on behalf of St Patrick’s and I cannot thank you enough for your invaluable contributions you are about to give as a volunteer.

In order to make your club membership more meaningful, I strongly encourage you to make every effort to involve yourself and your family and friends in all other club activities also. Our intentions are to include the interests of all our members and we are always open to new ideas. We plan regular activities such as family fun days, holiday parties, social events, training workshops and other fun activities. We have a host of committees in the club also that welcome membership participation. Lists of our committees are printed on our club noticeboard and I have also included contacts for committees with this letter. Each talent that you can share with the club will only make the club stronger.  
  
We have our Annual General Meeting in November every year and executive committee meetings take place on the first Monday of every month should you have anything that you need to raise in the club. Notice of these meetings with dates and times will be listed in the Club Notes in advance of the meetings.

St Patrick’s Ladies Gaelic Football Club is your club. Our members, the Club and you will greatly benefit from your active participation. Again, WELCOME, and we're certainly looking forward to having you volunteering with us for the coming year!  
  
Sincerely,  
Mary Murphy, Chairperson

**Club History**

Insert Brief History of Your Club Here

**About Our Club**

Insert brief information on a background to your club and what your goals and objectives so to give an insight to your new volunteer and allow them to see where they will assist in achieving these.

**Benefits of Joining Our Club (Example)**

* + Allow you to spend time with your children
  + Make new friends and have fun
  + Have access to free training and resources
  + Learn and share new skills
  + Increase your knowledge and improve skills
  + Make a valuable contribution to the community
  + Take on new challenges
  + Explore a career whether new or existing with your new role
  + Expand your personal experiences
  + Set a good example for kids in the area
  + Help reduce the costs for our club members
  + Become part of a community and/or be a part of a club
  + Maintain fitness through your involvement
  + Guaranteed opportunities for recognition from our club
  + Re-live childhood sporting memories

**Contact Details**

Below are the key contact details you will require in the club and please feel to contact anybody if you have any queries or issues.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Phone** | **Email** |
| Mary Murphy | Volunteer Coordinator | 087 - XXXXXXX | someone@gmail.com |
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**Code of Conduct**

Insert your club code of conduct for the specific role. Samples of these are available in the LGFA Code of Ethics and Good Practice for Young Children.

**Role Description**

Insert the specific role description for the role that this volunteer is undertaking in your club. This will ensure that the new volunteer is clear on their role from the first day they begin.

**Volunteer Charter**

Insert your Club Volunteer Charter here. See sample charter below.

**Training Information/Key Dates**

Insert dates of upcoming training that the volunteer may avail of e.g. coaching courses, club officer training etc. You can also insert days and times of the various club activities in this section to give a full overview of activities to the volunteer.

**Membership/Garda Vetting**

If the volunteer is not already a member of your club you can insert information here and how to become a member and the cost of same. Also if the volunteer has not submitted Garda clearance forms you can insert further details here also.

**Expenses**

It is important that the volunteer is aware from the first time they join your club what the guidelines are in relation to expenses, if there are any. You do not want to receive an invoice at the end of the year for a large amount of expenditure when your volunteers did not have the freedom to do this. Also you may have guidelines to reimburse volunteers for out of pocket expenses and it is important that they are included here if so and any sample claim forms.

**Conflict Management and Grievance**

It is essential that your volunteer knows what the steps are that they must take if they encounter any issues during their volunteering experience in your club. These short steps can be included here for the benefit of your volunteer.