



WE DISCOVER, WE GROW

Girlguiding

Cambridgeshire West

# Induction Checklist

Name

- ☐ I've attended a 1-2-1 meeting/Welcome event/received a phone call
- ☐ I've been introduced to the opportunities available and chosen the most suitable role
- ☐ I've seen the Welcome to Girlguiding video (Search 'Welcome to Girlguiding' on YouTube)
- ☐ I've completed my disclosure check (if required)
- ☐ I've submitted details of two referees
- ☐ I know who to contact and how if I have a problem
- ☐ I've been introduced to the local volunteers in my unit/area
- ☐ I've been made aware of important dates, meetings and learning development opportunities available to me
- ☐ I've met with my buddy
- ☐ I've been shown websites, social media pages and online groups that I may find useful, including [Girlguiding.org.uk/making-guiding-happen](http://Girlguiding.org.uk/making-guiding-happen)
- ☐ I know where to find guiding resources
- ☐ I understand where I fit in the structure of guiding
- ☐ My contact details and best way to contact me are up to date, including checking marketing permissions on Go.
- ☐ I've been told how to submit an expenses claim
- ☐ I've talked to my commissioner about what I need to wear
- ☐ I've completed A Safe Space training level 1 and 2
- ☐ I've visited a unit (if appropriate)