



Supporting new volunteers through the joining journey.

A checklist for **Lead Volunteers, Team Leaders and others** who support new volunteers to join. It shows the main tasks and key steps at a glance. Some tasks can be completed at the same time.

First Conversations

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| ☐ Explain how Scouts works and the joining journey. | ☐ Agree tasks based on their time. |
| ☐ Introduce them to the team. | ☐ Share the welcome pack and Safe Scouting Cards. |
| ☐ Explain their tasks and where to find things. | ☐ Buddy with another volunteer. |
| ☐ Explain where to get support. | |

Joining Tasks

- ☐ Add new volunteer to My Membership.
- ☐ New volunteer updates their details and signs declaration in My Membership.
- ☐ Criminal record check (Request in My Membership. Enter identity information in Atlantic Data).
- ☐ Internal Check (completed by UKHQ).
- ☐ Welcome Conversation (Read [Understanding Welcome Conversations](#) to find out who attends).
- ☐ References (New volunteer enters referee details in My Membership).
- ☐ New volunteer completes Growing Roots learning. (Completed in My Learning).
- ☐ Trustee Eligibility Checks (if required) (Record checks in My Membership).
- ☐ First Response Learning (if required) (Book learning locally and complete within 12 months).
- ☐ Appoint Trustees at the AGM after an open selection process or co-opt at a Trustee Board Meeting (if required).

Remember

