



Pre-Volunteering Preparation Checklist

Introduction

This checklist helps you prepare before starting a new volunteering role. You can work through each section at your own pace, and remember that not every item will apply to every role.

Part 1: Research & Understanding (Before Applying)

Organisation Research

- Visited organisation's website
- Checked their social media pages
- Read recent news or updates about them
- Spoken to someone involved in or previously involved in the organisation
- Identified what interests me about this organisation
- Understand what sports/activities they offer
- Found a volunteering role in the organisation that interests me

Understanding of the Role

- Read the role description carefully
- Understand the main responsibilities
- Understand the time commitment required
- Know when and where I would volunteer
- Know if training is provided
- Understand what skills they're looking for

Venue Research

- Located venue address and postcode
- Looked at venue online (website, maps, street view)
- Identified parking options or checked public transport routes
- Checked for any accessibility information
- Checked it's suitable for me to access by walking/cycling/wheelchair, etc.



Co-funded by
the European Union

My notes:



Part 2: Self-Assessment (Before Applying)

Skills Match

- Listed my strengths (from Module 1) that I think are relevant to the role/tasks I will be doing
- Identified skills I want to develop
- Thought about any relevant experience I have
- Thought about what makes me suitable
- Prepared examples that I can talk about in the interview

Needs Assessment

- Identified any adjustment needs (from Module 3)
- Thought about physical access requirements to the venue(s)
- Thought about what communication preferences I have (from Module 3)
- Thought about my preferences for my schedule
- Listed any equipment I will need

Practical Considerations

- I think I have the energy to take on this role at the times and days I'm needed
- The role fits in with my other time commitments
- I have checked for backup transport options
- I have considered the costs involved (travel, etc.)
- I have checked if the organisation can cover part, or all, of my expenses



Transport Planning

My Regular Journey

Write down where you will be travelling to and from for your volunteering role. Write down the primary way you plan to get there, as well as a backup method you could use if you need to. Write down how long each one will take on a normal day.

From:

To:

Primary Method:

Travel Time:

Backup Method:

Travel Time:

I have enough time to travel to and from the venue

My notes:



Part 3: Application and Interview Preparation

Application Materials

- Created/updated my personal statement
- Prepared examples of relevant experience
- Listed my key strengths with examples
- Have contact details for references
- Drafted requests to ask for any adjustments that I might need
- Proofread all written materials
- Obtained an EU disability card if I am eligible for one

Interview Topics

I am prepared and confident to discuss in an interview:

- My enthusiasm for the volunteering role
- My understanding of the role and what it requires
- Relevant skills and strengths I bring
- My reliability and commitment

Interview Preparation

- I have a suitable outfit to wear to my interview
- I have planned some questions I want to ask
- I have prepared the things that I will bring with me
- I know where the interview will take place and how to get there
- I have practiced an interview with a friend or family member

My notes:



Part 4: First Day Preparation

The Night Before

- Prepared clothes and bag
- Fully charged my phone
- Reviewed my journey plan
- Checked the weather forecast
- Set an alarm

Useful Things to Bring

- Phone
- Wallet
- Notebook and pen
- Water bottle
- Snacks
- Lunch
- Spare clothes
- Rain jacket/umbrella
- Sun cream
- Phone charger/power bank
- Tissues
- Hand sanitizer
- Spare change for parking/emergency
- Any personal medications
- Any personal equipment needed

Things to Remember for your First Day

- Arrive 10-15 minutes early
- Take deep breaths if nervous
- Introduce yourself confidently
- Asking/making contact with volunteering buddy (if relevant)
- Familiarise with the other volunteers and staff members



Co-funded by
the European Union

- Ask questions when unsure about something
- Remember that it's okay to be quiet sometimes
- Take notes if helpful
- Take breaks when needed
- Be patient with yourself - it's a learning process

Progress Tracker

Part 1 (Research): Complete

Part 2 (Self-Assessment): Complete

Part 3 (Application and Interview): Complete

Part 4 (First Day Preparation): Complete