



CHECKLIST FOR VOLUNTEERS

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| Things to consider before you start volunteering | Your Skills | |
| | What practical skills and qualifications do I have that I can use in a volunteer position? | |
| | Which activities do I enjoy? | |
| | What are my strengths and weaknesses? | |
| | Your Expectations | |
| | What am I looking for in volunteering? (e.g. learning opportunities, opportunities to share skills?...) | |
| | How would I like to get involved (on site, from home, on the computer)? | |
| | Which groups of people or age groups are particularly close to my heart? | |
| How much time would I like to invest per week/month? | | |
| Questions for the initial meeting with the organisation | Key Questions | |
| | Do I know the tasks and objectives of the organisation? | |
| | Is the role clearly defined? | |
| | Will I be introduced to the job or am I on my own? | |
| | Will I be working alone or as part of a group? | |
| | Is there a trial period? | |
| | Are there fixed working hours? | |
| | Will I have the opportunity to contribute my own ideas? | |
| | Are there any informal rules? | |
| | Organisational Questions | |
| | Who will be my point of contact? | |
| | How will communication work (email, phone, messenger)? | |
| | Will I receive a volunteering certificate? | |
| Will there be a written agreement? | | |





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| | Can costs (e.g. travelling expenses) be reimbursed? | |
| | What options are there for allowances? | |
| | Will I have accident and liability insurance through the organisation? | |
| | Will there be regular meetings for all volunteers? | |
| | Do I need a health certificate or certificate of good conduct (<i>Führungszeugnis</i>)? | |
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| As a volunteer | Feedback und Reflection | |
| | Do I feel comfortable? | |
| | Do I feel welcome as a volunteer? | |
| | Do I enjoy my volunteer work? | |
| | Does this position live up to my expectations? | |
| | Do I still have enough time for myself and other activities? | |