

## How to involve volunteers in running the DofE in your Licensed Organisation

Adult volunteers can be an amazing addition to the delivery of the DofE within your Licensed Organisation.

As well as bringing new ideas, energy and enthusiasm, they expand the skills and experience available to DofE participants. Committed and skilled volunteers can help your Licensed Organisation increase the amount of Awards achieved by your young people.

### Volunteer Management Toolkit

The DofE's Volunteer Management Toolkit is designed to help you make the best use of volunteers – whether you use them already or are considering doing so.

### Not sure where to start?

Fill in the simple Volunteer audit document. It will help you to work out what volunteers you need and how well prepared you are to start finding them.

### The bigger picture

The toolkit includes a wealth of 'good practice' information about volunteer management. Choose the topic you're interested in and find out more about:

- Recruiting volunteers
- The policies and procedures you should have in place
- Application and appointment procedures
- Induction and training
- Ongoing volunteer management and support
- Retaining volunteers.



### Volunteer documents

The toolkit has 23 document templates – each of which covers a different aspect of managing volunteers.

You can easily adapt them for use within your own Licensed Organisation:

- Volunteer audit
- Volunteer sign up sheet
- Role description template
- Voluntary role profiles
- Expanded volunteer advert
- LO volunteer policy template
- Volunteer Handbook – suggested content
- Sample health and safety statement
- Expression of interest form
- Volunteer application form
- Sample volunteer interview questions
- Volunteer reference form
- Welcome letter
- Induction checklist
- Induction pack – suggested content
- Training Needs Analysis
- Expenses claim form
- Supervision form
- Volunteer review form
- Volunteer thank you letter
- Volunteer thank you certificate
- Exit interview
- Volunteer feedback.

Visit [DofE.org/adult-volunteer-management](https://www.dofe.org/adult-volunteer-management) for more information about the toolkit and for other supporting documents.