Volunteer Application Flow Chart

Communication to Expect from YAC HQ
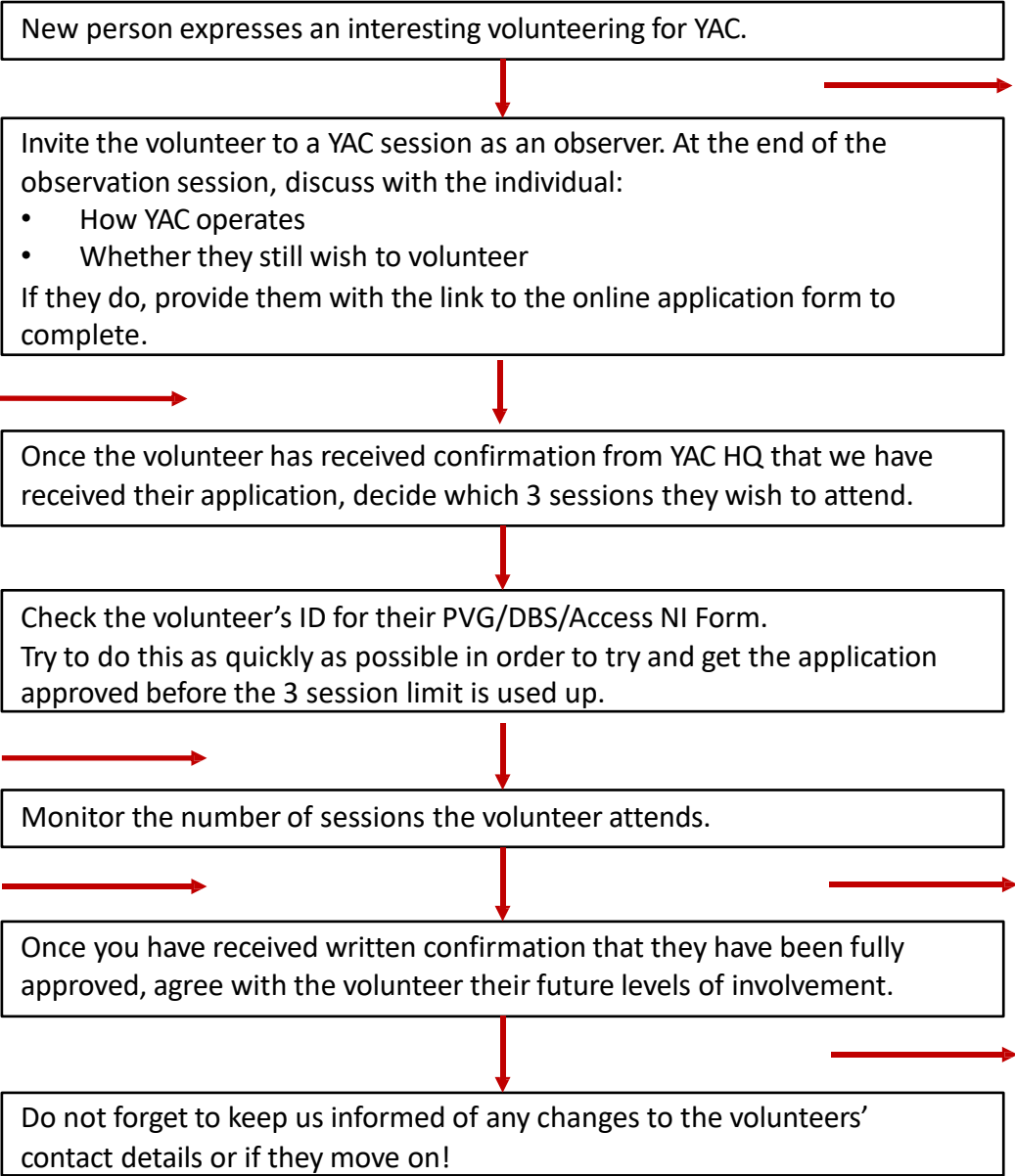
Receipt of application sent to Branch Leader to check they are aware before acknowledgement letter sent to volunteer

Notification of progress of application to the Approvals Panel sent to both volunteer and leader

Confirmation of final approval sent to both volunteer and leader

Things to Remember!

Before the session:
- Give them your contact details for use on the day and the location and time of the session

During the session:
- Ensure they are never left alone with members and that they do not play any role in running the session; they are there purely as an observer

At the end of the session:
- Discuss how your Branch operates and what role(s) they will play (refer to the YAC Leaders' Handbook and YAC volunteer code of conduct)
- Give them the link to the online YAC application form
- and ask them to submit it. We will contact you to confirm when we receive it.
- Explain they can attend no further sessions until you, and they, have received acknowledgement from YAC HQ that their application has been received.
- Explain once they have received acknowledgment they can attend up to 3 sessions in a supervised capacity whilst their application is processed.

If a volunteer has attended three session and you have not received written notification of their approval, they may not attend further sessions until they have been approved. YAC HQ may ask for your help in chasing outstanding applications and your help is much appreciated.

Discuss with the volunteer:
- How often they are likely to want to attend sessions and how the Branch team confirms attendance at sessions.
- How regularly you will have team meetings/planning sessions.
- Any specific roles they may be asked to take on.

Flow Chart Boxes

New person expresses an interesting volunteering for YAC.

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Invite the volunteer to a YAC session as an observer. At the end of the observation session, discuss with the individual:
- How YAC operates
- Whether they still wish to volunteer

If they do, provide them with the link to the online application form to complete.

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Once the volunteer has received confirmation from YAC HQ that we have received their application, decide which 3 sessions they wish to attend.

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Check the volunteer's ID for their PVG/DBS/Access NI Form.
Try to do this as quickly as possible in order to try and get the application approved before the 3 session limit is used up.

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Monitor the number of sessions the volunteer attends.

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Once you have received written confirmation that they have been fully approved, agree with the volunteer their future levels of involvement.

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Do not forget to keep us informed of any changes to the volunteers' contact details or if they move on!