

Welcome kit contents

Resource



This welcome kit resource was developed for the Welcoming and Age Friendly Groups project for the Latrobe City Council.

Part of being welcoming is to ensure that details in the welcome kit are kept up to date.

Rather than printing multiple copies of documents and them becoming out of date, why don't you consider printing limited copies of the information? Further copies can be made prior to each meeting, when numbers are known.

The following list provides ideas of the kinds of things you could include in your kit:

- a welcoming letter from the president – (refer to the Welcome letter template)
- introduction from the Welcoming Officer(s) include a photo and a hello – (refer to the Welcome Mentor brief and New member introduction checklist templates)
- club contact list – people in the roles, what particular roles do and who to call on for what, what role a new member could participate in
- who to speak to if you have an issue or concern – (refer to the Report an issue template)
- details of the club website/social media if any
- details of the costs involved in the group and payment option details
- details about the venue and encouragement for carpooling among members
- a calendar of social events
- previous newsletter
- a brief survey about how the new member came to know about the club, what their experience had been to date and whether they needed any further support, what they expect from the group, what they would like to get out of it, their interests – (refer to the New member survey and Engagement survey templates)
- name badge.

This sample resource has been provided with the support and permission of the Latrobe City Council.

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