Welcoming and Age Friendly Groups project

New member introduction checklist

Please complete this checklist for all new members.

Member name:

Date introduction commenced:

Date introduction completed:

Introduction conducted by:

Signed:

The new member has been shown around the facility:

Introduced to committee members and other people around the club	

The new member is shown around the facility and given information about:

The bathrooms	
Where to secure valuables	
The tea room (how to access water, tea and coffee)	
Parking (where to park)	
Where equipment and supplies are kept	
Shown how to access keys	
Shown where the telephone is located	

Shown where first aid equipment is located	
Offered information on carpooling with another member	
Where the OH&S information is located	

The new member has had the values of the group explained and been provided with relevant newsletter and contact details	

The volunteer running the introduction has explained the following procedures:

Grievance procedures	
Evacuation procedures	
Given a run-down of group contacts and what various people do	
Code of conduct	

The new member has had the group expectations explained and what they should be able to expect from others in the group.	

A member or volunteer is assigned as a Mentor or Buddy to introduce the new member to the group and make sure they feel welcome.	

The new member survey has been provided.	

A date has been set to catch up and see how everything is going.	

The new member is feeling welcome!	