**Ideas - What to Include in a Welcome Kit**

When putting together a “Welcome Kit / Booklet” you may wish to consider whether it

needs to be hard copy or whether you can sit it on your web site or email the file to new

members with a welcome note.

If you do choose hard copy, it would be worth considering where you are going to store

them, who will physically put them together and what happens after information included,

e.g. contact details becomes outdated. The kit may also offer opportunities for some of

your sponsors.

Ideas of the sorts of things you could include in your kit:

* A welcoming statement or letter/email from the President
* Introduction to the volunteer coordinator – photo and a hello.
* Volunteer role and description of duties, volunteer code of conduct
* Resources that may be required, how to access
* Club contact list – people in the roles, what roles do and who to call on for what
* Other contact lists e.g. other team members, coach, committee members
* Who to go to if you have an issue or concern
* Details of the Club website/social media sites
* Calendar of events and competitions
* Calendar of Social Events
* Information about your sponsors and sample product, discount vouchers etc.
* Training options if available