

## **Supporting the Adaptation Process of Volunteers in a Non-Governmental or Charitable Organization**

Effective adaptation of volunteers within a non-governmental or charitable organization is essential for ensuring their successful engagement and long-term involvement. A structured adaptation process helps volunteers integrate into the organization's activities, understand their roles, and feel supported throughout their journey. To achieve this, organizations should implement the following key steps:

- **Conducting a briefing:** A joint meeting between the coordinator and volunteers to introduce them to the organization, other volunteers, and prepare them for their tasks.
- **Familiarization with the volunteer handbook:** Compact online or printed guides that clarify the specifics of volunteering and the organization's expectations.
- **Identifying communication channels:** Establishing reliable methods of communication such as phone, email, or volunteer chats.
- **Signing a Volunteering Agreement:** Formalizing the volunteer's role, responsibilities, and organizational commitments.
- **Organizing the processing and storage of volunteer personal data:** Ensuring compliance with data protection policies, including signing consent forms for personal data processing.

These steps ensure that volunteers feel valued, informed, and ready to contribute while also building a strong, trusting relationship between them and the organization.