



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:

01.

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

02.

Familiarization with the volunteer handbook:

Compact online or printed guides that clarify the specifics of volunteering and the organization's expectations

03.

Identifying communication channels:

Establishing reliable methods of communication such as phone, email, or volunteer chats

04.

Signing a Volunteering Agreement:

Formalizing the volunteer's role, responsibilities, and organizational commitments

05.

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.