

Briefing sheet for when you are a lead volunteer

What's involved

You may be attending an event alone without direct staff support, and sometimes you may be in charge of supporting other volunteers. We will always discuss this with you first.

All Lymphoma Action volunteers should be familiar with our policies and procedures. The activity brief we send will also include a list of the relevant documents to read. You'll need to share these with other volunteers, especially if someone is joining you without first registering to volunteer with us.

Your role as lead volunteer will be to:

- Introduce yourself to the event organiser when you arrive.
- Greet any other volunteers; ask them to sign in using the 'On-the-day volunteer sign-in form' (provided).
- Hand out the relevant resources we have provided, for example, t-shirts.
- Set up and manage any resources required for the event.
- We would love to see photos, so do take some of yourself and other volunteers (consent forms provided).

- Manage the clearing away at the end of the event, packing up any resources that are left and either taking them home with you, or leaving them with the event organiser at the venue to be sent by courier to Lymphoma Action.
- After the event, send any Charity opt-in forms that individuals may have filled in to the Volunteering Team – you can take a photo of them and send by email to volunteering@lymphoma-action.org.uk. Securely destroy the paper copy afterwards.

Additional information to read [here](#):

- Health, safety and wellbeing
- Lone volunteering
- Personal safety checklist
- Safeguarding policy and procedure

Things to consider when supporting other volunteers:

- It may be their first event – please talk them through everything as you go and offer ongoing support.
- Scheduling breaks will be important, especially if it's a full day.
- We will let you know if the other volunteers have any support needs, like accessibility requirements.