



Organisational Checklist for initial discussion: Insert Organisation name, country & IVS ref if relevant

- **Suggestion:** this should act as a guide of things to consider for initiating a first/second discussion, and completing after the conversation, rather than a formal checklist to work through. Detailed answers not expected at this stage - that will follow with Project Description Form.
- **Next Steps:** If the relationship is then considered worth taking further, send Partner Responsibilities doc then Project Description Form for completion by the Organisation.

Topic	yes	no	comments
Has the request for a volunteer come directly from the organisation, or community?			
Will the placement be directly/entirely with this organisation, or other host organisations?			
What role/s do they have in mind?			
Why is a volunteer needed?			
Is there an obvious benefit to the local community/the organisation? (may seem obvious, but need to avoid wrong reasons for requesting volunteers)			
Have they received volunteers before?			
Were these volunteers from another country? Give details			
Have they worked in partnership with organisations from other countries before?			
How large is the organisation? staff / project numbers (can help give an indication of how established they are)			

Would the volunteer need to speak a language other than English?			
What might they offer the volunteer practically e.g. accommodation/food/transport/language lessons?			
Are there any immediate major security/safety issues?			
Are there specific safeguarding risks to consider (i.e. working with children/vulnerable adults/other)?			
Do they understand that developing a relationship with IVS takes time, & IVS cannot guarantee to find a volunteer - matching the right volunteer to placement is the priority, above speed of recruitment?			
Does the organisation have policies / written documents on the following principles/procedures:			(may be too early to talk about this - could come in next stage?)
Safeguarding policy & procedures (e.g. "child protection", "keeping people safe from harm")			
Code of conduct for staff/volunteers ("rules & regulations on behaviour")			
Health and Safety policy & procedures			
Risk assessments			
Whistleblowing policy & procedures			
If not, are they willing to work on these issues together i.e. skype sessions & develop agreement/s?			