

Finish with these touches



Email your UN Volunteer

Before they arrive, to share your contacts, plans and any pre-arrival documents to set their mind at ease. Ask if they've sorted accommodation with their UNV settling-in-grant and arranged transport from the airport. Help if not.



Tell your team to expect your volunteer

Send a quick message around about who they are, why you chose them and how they will be helping you out.



Start planning your volunteer's training

List compulsory courses, job-specific training and your organization's policies & procedures – everything your volunteer will need to study, read or hear about in your first days and weeks together.