

## **COLLECTION OF VOLUNTEER REFERENCES**

It is RDA's policy that references for new volunteers must be sought and followed up.

The RDA Volunteer Application Form for new volunteers makes provision for two referee's details to be obtained.

All RDA Groups must obtain a follow up reference from each referee and may do so in a number of ways:

- Obtain a written reference (either in hardcopy or via email)
- Obtain a telephone reference (keeping a record of the time and date of the call)
- Use the generic Volunteer Reference Request Form which is available to download from the RDA website.

References received must be kept with the volunteer's completed application form, securely stored with the group records.

If a volunteer applying for a role within the group, has been known to someone within the group for more than two years; one external reference is sufficient as the second reference may be obtained from the person known to them within the group.

If the potential volunteer is unknown to the group, or has been known to the group for less than two years, two references must be sought.