**SOWFI CARER Team Leader Induction Checklist (updated February 2023)**

**Name of Volunteer:**

**District:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task**  **Ensure you team member is/has:** | **Status** | **Date** | **Initials** |
| Saved the SOWFI Rescue Number in your phone (08) 7120 6610 |  |  |  |
| Add xMatters App to your phone |  |  |  |
| Members of the Facebook Rescue/Rehab groups (add to groups) |  |  |  |
| Has purchased a Hi Viz vest (order through Nat) |  |  |  |
| Recorded any animals in care – assist in adding to SOWFI database and demonstrate how to maintain records |  |  |  |
| Familiar with procedure for applying for DEW permit (give reference when you feel it’s right) |  |  |  |
| Familiar with Volunteer Role Description |  |  |  |
| Equipment Check:   * Pouches * Syringes & Teats * Formula * Cages * Aviary * Electrolytes |  |  |  |
| Aware of location of policies and volunteer page on website |  |  |  |
| Aware of points of contact, when and how   * District Co-ordinator and Buddy * Facebook * Species Specialists |  |  |  |
| Aware of the procedures for rescuing, receiving, creching animals |  |  |  |
| Aware of WH&S procedures for rescues |  |  |  |
| Aware of SOWFI values and objectives and the importance of representing SOWFI in this professional, positive way |  |  |  |