Document Number	MAB-POL-24-006	Document Name:	MAB Community Messages
Effective Date	December 23, 2024	Policy Owner	MAB
Document Status	Approved	Revision	1

Purpose:

This governing policy is to manage the volunteer on-boarding process for the Masjid.

Scope:

This governing policy is to manage the volunteer on-boarding process for the Masjid applies to all MAB locations and systems.

Process Details.

- **STEP-1**
    - Volunteer Registration by the Masjid App or by email.

- **STEP-2**
    - Using standard email template. Volunteer Management team member will communicate via email and get more information about the interests.

- **STEP-3**
    - Callender Invitation will be sent for monthly volunteer orientation meeting.

- **STEP-4**
    - Volunteer Orientation meeting will take place on last weekend of every month.

- **STEP-5**
    - Volunteer Tasks assignment in the meeting.
    - Explain the tasks in detail and the required frequency to perform the task.
    - Identify if any items needed to be provided to the volunteer.
    - The required items should be provided on the first day of the task being performed.
    - Identify the person in-charge of that area.
    - The orientation team should work closely for 4 to 6 weeks with the volunteer for smooth transition.
    - Hand over the responsibility to the person in-charge.

Volunteer HOURS:

- Provide the volunteer hours template to the volunteer.
- Once hours are completed, Volunteer will confirm with the person in-charge.
- SG or President will sign the volunteer form.

Related Documents:

All the documents have been converted to Google format for each of access and easy editing by all members.

Link to data room:
https://drive.google.com/drive/folders/1n43yOUaNU14iOBrAInpUcYxV3VqskDtf?usp=drive_link

2 Volunteer management plan
https://docs.google.com/document/d/1Sj9M7abtzsLpDrKlrZJdcnYwRlbAIXLzPlqEFIrqoF8/edit?usp=drive_link

3 Draft email
https://docs.google.com/document/d/1dr0UvXacvNY11SgqQkCCAIf6tHERepA9VsVGr0UBHmI/edit?usp=drivesdk

Link to form:
https://docs.google.com/forms/d/1WHfcNf31HVqxUWyryhWiPeiDmZkAGH5NJwK95-f2tRc/edit?usp=forms_home&ths=true

Revision History:

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