**Museum induction checklist**

When introducing your Accreditation Mentor to your museum, please include these items in your induction:

Have we provided our Accreditation Mentor with:

* A copy of our governing document (e.g. Constitution, Articles of Association)?
* A set of minutes from the governing body or relevant committee for the last six months?
* The last set of audited accounts?
* An organisation chart? To show how teams/individuals relate to the governing body and any committees.
* Contact details of relevant people e.g. Trustees or staff members who lead on Accreditation?
* Any annual reports or similar to acquaint them with the work of the museum?
* Any written policies and plans we already have? (New Accreditation applicants may not yet have these.)
* Marketing materials, museum guide etc.?
* Our volunteer handbook, induction materials, code of conduct (if we have them)?

Have we introduced our new Accreditation Mentor to:

* The Chair and Treasurer/chief finance officer?
* Members of the governing body and relevant committees?
* Staff and volunteers? Especially those who will be involved in developing the collections and access policies and the plans needed for Accreditation.

Have we arranged for them to see:

* The museum?
* Collections storage and ‘behind the scenes’ areas?
* Any separate buildings that the museum uses?

And have we:

* **Signed an Accreditation Mentor agreement?**
* Added our Accreditation Mentor to the circulation lists for minutes of meetings, AGM notices, museum events?
* Inducted them via your usual volunteer procedures, including key policies such as Health and Safety, Data Protection?
* Checked that, as a volunteer, they are covered by the museum’s insurance?
* Given them access to online files (if appropriate)?
* Asked them to set up a Grantium account so that they can see the museum’s online Accreditation application? (This is possible, but not compulsory.)
* Signed the museum’s own standard volunteering agreement (if appropriate)?
* Come to an arrangement about paying expenses?