

Expressions of Interest (EOI) & Applications

This section supports you in reviewing expressions of interest and applications. It offers practical tips for assessing initial information, identifying potential matches, and responding promptly to keep volunteers engaged.

✓ Standards

- **Respond promptly** – Acknowledge receipt quickly to keep volunteers engaged.
- **Scan for alignment** – Match the volunteer’s interests, availability, and motivations to the role and your organisation’s needs.
- **Be open-minded** – Consider diverse experiences and backgrounds.
- **Use a consistent approach** – Apply the same criteria to all applications to ensure fairness and transparency.
- **Follow up with care** – If more information is needed, ask clearly and kindly. Keep communication warm and encouraging.
- **Keep records organised** – Track applications securely and in line with data protection policies.
- Keep the **EOI short**; only collect data needed at this stage (name, contact, interest, availability, support needs).
- Provide your [Privacy Notice](#) upfront (purpose, lawful basis, sharing, retention, rights).



Templates

[2. VfH | Volunteer EOI Form Template](#)

