

CHECKLIST FOR GETTING YOUR CLUB READY TO OPEN

Have a leaders meeting

- Invite all leaders to a relaxed meeting.

Have your leader team ready

- Identify if you will need to recruit more leaders. Ask people to volunteer. While Foróige will run a volunteer recruitment campaign, most people get involved because other leaders, like you, ask.
- Tell staff about new leaders so we can get their Garda vetting underway and line them up for training. We will have online courses leaders can sign up for if they miss local ones.
- Anyone Garda vetted by Foróige before 01/01/2019 will need to be revetted. If staff have not contacted you, please talk to them if you think you might be in this category.

Have your premises ready

- Check if your usual meeting place is open and still has your club time available.
- Check what cleaning and ventilation arrangements the premises will have in place.
- Buy any sanitising and PPE that may be necessary. E.g. hand gels, spare face coverings, etc.

Consider membership

- The maximum number of members should be 30. How many past members might want to come back? Do not advertise for new members until you know. If the club has effectively been closed for 2 years, it may be that you will have an almost entirely new group of young people.

Support to help you to open

- Plan a local information campaign: e.g. parish notes, posters, local social media. The organisation will do a national campaign for potential leaders and members to support this.
- Staff will roll out training to update you on how to use Salesforce, which you will need to use to get new leaders and members since we no longer use paper forms.
- Staff will also make a “Back to Foróige Refresher” available for anyone who wants it. This is especially valuable if you have all new members and have to explain the club and the committee to them at the start.