

# Age-friendly Community Group

## Welcome Checklist

Age-friendly groups and clubs value what people of all ages contribute, and offer everyone the opportunity to actively participate. This resource is designed to help community groups and clubs work towards being more inclusive of older people.



“ I felt very welcome and glad to be around such lovely, caring people. ”

-Woodend Lifestyle Carers Group member



**Macedon  
Ranges**  
Shire Council

# Age-friendly Community Group Welcome Checklist



## Tips on how to be an inclusive group/club

- Give new members a welcome pack
- Promote to your target audience
- Run free come-and-try sessions
- Contact new members before they come for the first time
- Introduce new members to others and invite them to social activities
- Consider a 'buddy' system for the first few times a new member attends
- Help new members who may have limited skills and confidence
- Support members who have questions and encourage feedback
- Choose venues that are as accessible as possible
- Keep contact details up to date on all materials
- Provide name badges
- Encourage car pooling

## Benefits to your group/club

- Increase membership
- Retain members
- Greater diversity within the group
- Increase volunteers
- Meet new people and make new friends

## Things to include in your Welcome Pack

- Welcome letter
- Group contacts
- Meeting schedule
- Instructions on location and parking
- What to bring list
- Membership costs
- Details of the club website/ social media