

Corporate Caring Volunteer Week 2015 Volunteer Coordinator Planning Checklist

APRIL – MAY INITIAL PROJECT PLANNING PHASE:

- Consult with your agency's staff to develop ideas for projects.
- While planning your project, be sure to set up contingency plans for the following:
 - Weather: remember in September there can be extreme heat or rain.
 - Group size: develop a plan for how to handle more or fewer volunteers than expected.
 - Limited capacity volunteer(s): expect at least one person in the group to have physical limitations and develop a role for them (Ex.: supervision, files, modified activity).
- Using the Project Planning Tool, determine the number of volunteers needed for the project, and then decide how many staff people are required to manage the project. In general, a ratio of 1 agency representative to every 10 - 15 volunteers is recommended.
- Set dates and times for your agency's project. Remember that most employers only offer their employees half of a day off from work to volunteer.

MAY 12– JUNE 19 ONLINE PROJECT SUBMISSION

- In order for your project(s) to be considered by the largest number of corporate volunteer groups, submit your projects online to the Volunteer Center by **June 19, 2015**.
- **If you have to make any changes to your project after you submit it to the Volunteer Center (e.g. location, # of volunteers needed, project contact, scope of project, etc), or if your project is cancelled, contact us as soon as possible so we can update your information.**

AUGUST – SEPTEMBER 4 PROJECT PREPARATION

- On August 7, 2015, you will receive an email from the Volunteer Center with the Week of Caring **Interim Report** attachment. This will include contact information for the corporate volunteer group who has signed up for your project.
- Call or e-mail the volunteer group project leader to introduce yourself and confirm details of the project.
- Purchase supplies needed for the project(s).
- Make sure that all prep work is completed before the project (ex: clean areas to be painted) and that all the necessary tools and materials are in place and ready to be used.
- You will receive an email from the Volunteer Center with the CCVW **Final Report** on September 4, 2015. **It is important to check this report to see if any previously unfilled projects have been filled, or if the number of volunteers for your project has changed.**

- Re-confirm with volunteer group project leader a few days before the project.
- If you make any changes to your project or if your project is cancelled, please contact the Volunteer Center as soon as possible so we can update your information.

DAY BEFORE THE PROJECT:

- Purchase snacks, food, beverage, and/or water for the volunteer group

DAY OF PROJECT:

- Greet volunteers and provide sign-in sheet so that you can collect their contact information.
- Give your volunteer group a brief agency orientation. Be sure to include your agency mission, an outline of your programs, and staff introductions. Let the volunteers know how their volunteer project supports your agency's mission and goals.
- Explain the logistics of the day, including the schedule, volunteer tasks, and where water and bathrooms are located. Be sure volunteers understand how to do the job **safely**. Show volunteers where to store their valuables.
- If possible, take photographs for thank you notes, newsletters, or press releases. Be sure to get a photo release form signed for everyone in photographs.

AFTER THE PROJECT:

- Wrap up the project by reiterating the impact of the volunteer project and thanking the volunteers for their hard work.
- Take a picture of your group and their finished project.
- Share information about how to donate to your organization or volunteer in the future.

AFTER CORPORATE CARING VOLUNTEER WEEK:

- E-mail thank you notes to volunteers. Include photo(s) in thank you e-mail.
- Add volunteers to your agency's newsletter mailing list.
- Contact the Volunteer Center to let them know of successes and concerns.
- Email pictures to the Volunteer Center.
- To promote all the wonderful work done at your agency, post photos on Facebook, Pinterest, etc., send tweets to thank participants, and/or write an article for your agency's newsletter.
- Fill out feedback survey