



TOOLKIT 1

a project of
VOLUNTARY IMPACT
BUCKS

Practical Checklist

With thanks to David Brodala, Volunteering England, VIA Southwark and Kitty Lloyd-Lawrence (Westminster Time & Talents) for their assistance with this checklist.

At the outset:

- Make sure the work to be done is needed
- Identify what kind of support and people you need
- Have an accurate idea of how much management time and resources will be required
- Prepare your case – what are you going to achieve and why should anybody help you?

Approaching potential partners:

- Research the company – invest some time – evaluate potential partners using criteria such as demonstrable interest in your organisation's area of work, relevant skills, proximity of offices
- Personalise your approach
- Communicate the need to your corporate partner so that they know they are making a difference
- Be realistic in your requests and expectations
- Be innovative and creative.

Planning the project:

- Identify and meet with the coordinator from the company
- Commit – agree the objectives for both organisations
- Clarify that both parties know what the volunteering project is
- Plan well in advance and agree a schedule
- Make sure both parties know who is responsible for what
- Agree who will meet costs (expenses, equipment, raw materials etc)
- Write everything down and create checklists
- Know exactly how many people you need – and how many are going to turn up
- Do a risk assessment of the costs and health & safety issues
- Have back up plans
- Arrange publicity for the event
- Publicise internally so that everyone knows what is going to happen
- Schedule regular review points
- Write out and agree a schedule for the day, including arrival procedures, breaks, departure arrangements
- Agree an exit strategy for the project.

During the project:

- Introduce everybody
- Explain to volunteers the potential impact of their contribution and encourage them
- Ensure everybody knows what their role is. Provide induction and training for volunteers if necessary
- Communicate housekeeping arrangements – fire escapes, kitchens, toilets, local amenities etc
- Identify a lead person for health and safety issues
- Keep an eye on the clock and ensure the day runs to schedule
- Make sure there is plenty for people to do on the day
- Make sure it is an enjoyable experience all round
- Provide a wide variety of opportunities and roles
- Engage the employer supported volunteers in the wider work of your organisation.

After the project:

- Create a visual record if possible, e.g. photo display or pull-out in partner newsletter
- Offer further opportunities to be involved in your organisation
- Do an evaluation after the day, or periodic evaluations for ongoing projects – quality of contribution and outcomes, quantity of work (number of people, amount of work completed etc), areas of learning
- Write to volunteers to say thank you and send updates on your work to the partner organisation.