



Becoming Corporate Volunteering Ready Checklist Team-based Volunteering

	Action	Activity	Y	N
Before	Inform	<ul style="list-style-type: none"> • Seek approval from your leadership team • Discuss with key staff and volunteers the benefits around offering corporate volunteering. 		
	Plan	<ul style="list-style-type: none"> • Discuss with your organisation's employees and volunteers ideas around the types of volunteering roles that could be filled by corporate volunteers • Write a role description for each • Determine appropriate employees/volunteers required to facilitate and supervise • Nominate someone who can welcome the corporate volunteers, present information about your organisation, and conduct a safety briefing. <p style="text-align: center;">Good supervision = effective volunteering = positive interaction = successful outcomes</p> <ul style="list-style-type: none"> • Consider what training is required for the event. If so, who will deliver the training and when (before or on the day/both) • Determine preferred days and times - whether volunteering will take place on weekends or weekdays. Corporate volunteers tend to favour volunteering opportunities that are during the working week in standard business hours. • Define the space required for the volunteers as well as breakout areas to take a rest and eat if applicable. 		
	Develop supporting materials	<p>Volunteering brief, examples of content could include:</p> <ul style="list-style-type: none"> • overview of your organisation and how the corporate volunteers' time will contribute • ideal time commitment - preferred days, hours. Advise whether you are flexible • outline administrative requirements ie blue cards, police checks etc. • registration survey to collect relevant information such as contact details, dietary requirements, emergency contacts etc. • map and information sheet with parking information and your contact details • media consent form (if taking photos on the day). 		



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Before	Insurance	<ul style="list-style-type: none"> • Check whether your insurance policy covers corporate volunteers and discuss with your insurance company if you are unsure. 		
	Resources	<ul style="list-style-type: none"> • Will you provide personal protective equipment (PPE) or will you ask the corporates to supply their own - items may include sunscreen, mosquito spray, face masks, safety goggles, ear protection, gloves • Workspace - desk, chair, login information, and email address. 		
	Health, wellbeing and safety	<ul style="list-style-type: none"> • Ensure relevant policies and procedures are in place for all of your staff • Appropriate PPE and 'how to use' documentation/materials available • First aider/s and location of first aid kit/s identified • Emergency procedures; location of fire extinguishers • Seasonal: sun protection and/or wet weather gear • Incident reporting procedure • Grievance procedure 		
	Other considerations	<ul style="list-style-type: none"> • Will your organisation include the following: <ul style="list-style-type: none"> ◦ catering (do you have a location and enough plates, cups etc.) ◦ a fee to participate. 		
	Promotion	<ul style="list-style-type: none"> • Volunteering Qld • Seek Volunteer • Go Volunteer • Your website • Social media • Newsletters. 		



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On the day	Allocating staff/ volunteers and resources	<p>Nominate employees/volunteers to:</p> <ul style="list-style-type: none"> • welcome the team • conduct a safety briefing • inform the group about the work your organisation does • discuss and allocate tasks • supervise team members • arrange catering if required • thank the corporate volunteers and share information on how they can volunteer again personally (if relevant) • ensure you have resources ready (see notes on resources) • set up a space where corporate volunteers can take breaks and access water • record images, videos and testimonials to promote your organisation. 		
After	Recognition	<ul style="list-style-type: none"> • Send impact reports to illustrate impact • Spotlight volunteers on social media • Provide certificates of appreciation or letters of thanks • Celebrate volunteers on your website • Create a thank you video featuring images of your staff and beneficiaries thanking volunteers for their impact. 		
	Feedback	<ul style="list-style-type: none"> • Allow opportunity for corporate volunteers to provide feedback with a survey (paper or online eg. Survey Monkey) • Check in with staff and volunteers to see if they have feedback about what is and isn't working. 		

For more information or to enquire about Volunteering Queensland's Corporate Volunteering Program please email corporate@volunteeringqld.org.au