



volunteer centres

Ionaid d'Oibrí Deonacha na hÉireann

IRELAND



# The National Day of Volunteering

## Checklist for Corporate Organisations

**Decided what your company wants to do! The following are suggestions to help ensure the success of your project for the National Day of Volunteering:**

### **Before the Project:**

- Appoint one Team Leader to take responsibility for the co-ordination of the project. It is important that this person has sufficient time available for the project and enjoys being a communicator/co-ordinator. Also, he or she is responsible for providing regular feedback to his/her team.
- Swap contact details with each member of your team. If you are working with a community organisation, exchange information with the corresponding voluntary organisation's contact (the Project Co-ordinator) as well.
- Meet with the team to agree the project details, with the Project Co-ordinator if necessary. This should preferably take place at the site of your project, but if this is not possible, try to gather as much information as you can about what is needed.
- Think about what your company wants from this opportunity – team building skills, media profile, etc. If you are working with an organisation, think about what it wants from this opportunity.
- Identify what materials are needed. Clarify who will provide and pay for any materials required. Ensure all the necessary materials and equipment are available on the appropriate day.
- Clearly document the agreed upon tasks, expectations and logistics. Use this to draw up a plan of action for the day and provide details to each group member. If needs be, also supply the Project Co-ordinator with a copy. Include the time/ financial commitment and all deadlines.
- Ensure the Health and Safety of all participants. It is important that no risks are taken and that all appropriate safety guidelines are followed. Prior to the day, find out if certain members of your group have physical limitations that may affect their participation in the project. If so, try to find alternative roles for them. Discuss these limitations with your voluntary organisation, if working with one. Undertake a risk assessment if necessary.
- Confirm if your project requires Public Liability Insurance. If involved with a voluntary organisation check its position regarding insurance cover and liability. If not, check that

your company policy is up to date.

- Spread the word! Tell everyone - your friends, family, colleagues, as well as inviting local dignitaries and celebrities to get involved. We also encourage you to let the local media know about your project (with lots of photos) and what you hope to accomplish. This is a great opportunity for your company to raise its profile as an organisation that values its local community. If working with a voluntary organisation, check if they would like to involve any celebrities associated with them. Make sure you OK it with the organisation before discussing the project with the media.

### **On the Day of the Project:**

- Be sure to arrive at the site on time.
- The Team Leader and, if expected, the Project Co-ordinator should brief the team on the tasks involved, the deadlines and the roles at the site.
- Ensure that each individual is comfortable with his or her role.
- Before taking on any tasks outside the original plan, discuss and agree them with team members/voluntary organisation.
- Be prepared for the weather, and have a back-up plan/ alternative date should you need it.
- Take loads of photos and/or videos and send them to us at [nationalday@volunteer.ie](mailto:nationalday@volunteer.ie)
- Have fun!

### **After the Project:**

- Send thank you cards to the voluntary organisation, if involved with one.
- Inform your local media about your project for the National Day of Volunteering. Send photos along with the details of your project, how it went on the day and how you enjoyed your volunteering experience. Remember that publicity is a great way to thank your voluntary partner, but again it is very important to check with the organisation before mentioning its name to the media.

