



volunteer centres

Ionaid d'Oibrí Deonacha na hÉireann

IRELAND

Getting involved in the The National Day of Volunteering

Step by Step Guide for Corporate Organisations



1. Start a National Day of Volunteering Committee.

Gather together some likeminded work colleagues and start a committee. Appoint a project leader - someone who can act as a main contact for partner organisations or for your local volunteer centre.

2. Choose what type of project your company would like to get involved in.

- What social issues is your company concerned about? The environment, homelessness, young people or older people?
- What kind of organisations or charities is your company already familiar/ involved with?
- Does your company have skills that might suit a particular cause?
- Does your company provide products or services that could help the community?
- Take a look at your community. What are the most pressing social issues? Who needs the most help?

Also,

- For further inspiration and advice contact your local Volunteer Centre (available on website) or visit www.volunteer.ie. Here, you will find a host of information including our Top 10 volunteering ideas, what companies did last year, as well as FAQs and helpful Checklists.
- Alternatively you can contact us on 01 7994519.

3. Decide what needs to be done.

Once you have decided what your company is doing:

- Register your project with your local volunteer centre or with www.volunteer.ie
- Recruit new volunteers if needed.
 - Hold a National Day of Volunteering meeting with members of your group. Encourage them to bring colleagues to participate.
 - Make sure to gather the contact information of your volunteers.

- Define specific tasks to be completed, time requirements and deadlines
 - When assigning tasks take into consideration the skills, ages and abilities of your participants.
- Determine the logistics: locations, supplies and materials, transportation, snacks or lunch, group insurance etc.
 - How will these be paid for?
 - Where will materials be kept?
- For more guidance, take a look at our checklist for corporate companies.

4. Publicise your company's involvement

- Use your organisation's involvement in the National Day of Volunteering to raise the profile of the company as one that values their local community.
- Tell everyone! Send details of your company's involvement to your local newspaper and radio stations along with pictures from the day or in the run up to it. We would appreciate it if you could also send these photos to us at nationalday@volunteer.ie.
- Download our sample Press Kit from www.volunteer.ie.

5. Remember the basics:

Once the logistics have been worked out, you're almost ready. But don't forget a few essentials:

- Be sure the supplies needed are available before you begin.
- Make sure everyone knows what they are doing.
 - Who does prep work and who does cleanup? And when do they do it.
- Remember to thank everyone involved.
- Evaluate your National Day of Volunteering project. Download our sample evaluation form and be sure to let us know what your experience was and any lessons learned!
- Have Fun!

