



volunteer centres

Ionaid d'Oibrí Deonacha na hÉireann

IRELAND

Getting involved in the The National Day of Volunteering

Step by Step Guide



1. Start a National Day of Volunteering Committee.

Gather together some likeminded friends and family 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 you would like to get involved in.

Consider:

- What social issues are you concerned about? The environment, homelessness, young people or older people?
- What kind of organisations or charities are you already interested in/involved with?
- Do you have skills that might suit a particular cause or a passion you would enjoy sharing?
- Do you work for a company whose products or services 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 people 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 you are doing:

- Register your project with your local Volunteer Centre or on www.volunteer.ie.
- Recruit new volunteers if needed.
 - Hold a National Day of Volunteering meeting with members of your group. Encourage them to bring friends or family to participate.
 - Make sure to gather the contact information of your volunteers.
 - When registering your project, specify whether you are seeking more 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.
 - Will these be paid for or donated?

- Where will materials be kept?
- Spread the word! Tell all your friends, family and colleagues as well as your local news papers and radio stations. Please also send us photos and videos about your project to nationalday@volunteer.ie. Download our sample Press Pack from www.volunteer.ie.
- For further guidance, take a look at our checklist in this pack.

4. 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 you need are available before you begin.
- Make sure everyone knows what they are doing.
 - Who does prep work and who does cleanup? When do they do it?
- Be sensitive to the needs of the organisation or group you are teaming up with.
- 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!

