

Step by Step Guide for Volunteer Involving Organisations To Getting Involved in the National Day of Volunteering



The National Day of Volunteering is that one day in the year when we encourage everyone to give volunteering a go, to show that even if it's only for a minute, an hour or a day, volunteering can make a big difference and be a lot of fun! It's a great opportunity to spread the word about your organisation, meet new people (and potential volunteers), and showcase the power of volunteering.

Here are a few things that your organisation can do to get involved:

- **Organise your own project**
Organising your own event is a great way to profile your organisation, tackle a large or daunting task and perhaps recruit more volunteers in the process. For more information and advice visit www.volunteer.ie where you will find examples of previous NDV projects, press kits and project resources. Whether you require assistance sourcing volunteers or not, don't forget to take a few minutes and let us know about your event so we can count you in!
- **Brand an existing project as an NDV event**
Use the National Day of Volunteering to promote an existing event or volunteering opportunity. If you require additional volunteers, you can register the project and number of participants needed on our website, www.volunteer.ie
- **Host a thank you event for your volunteers**
The event can be as complex or as simple as you'd like. For example, thank your volunteers by having a complimentary coffee and pastry morning, organise a dinner where everyone brings their favourite dish or create an awards ceremony!
- **Thank a volunteer**
Thanking your volunteers couldn't be easier! Simply fill out the dedicated form on www.volunteer.ie and let us know who your volunteers are and how much they mean to you so that we can then include them in our Volunteering Roll of Honour

If you are interested in organising your own project, the following are suggestions to help ensure the success of your event:

1. Identify a volunteering opportunity

Decide how volunteers can help your organisation or community on the National Day of Volunteering. Confirm the tasks involved and take into consideration the skills, ages and abilities needed. Identify how many volunteers will be required and determine the logistics: locations, supplies and materials, transportation, snacks or lunch and insurance.

2. Be sure to register your project

Go to our website at www.volunteer.ie and register your project so that we can place your volunteering opportunities on our database for individuals seeking opportunities. Please be sure to include the amount of volunteers you are requesting, what their duties entail, the age requirements for potential volunteers and the logistics of your project.

3. Volunteer placement

When volunteers register an interest in your project, you will be notified. Your appointed project manager should contact the potential volunteers and conduct an orientation to explain the tasks and duties expected of them.

4. Don't forget the basics

Make sure there are enough supplies and that everyone knows what they are doing and where they need to be. Ensure the health and safety of all participants, it is important that no risks are taken and that all appropriate safety guidelines are followed. Find out if your project requires Public Liability Insurance and check your organisation's position regarding insurance coverage and liability.

5. Publicise your organisation's involvement

Be sure to let people know about great work you did on NDV and the services your organisation provides by taking lots of pictures at your event. You can also use these pictures as a promotional tool to let others know about the great things that your organisation has done for your community.

6. Have fun!

Don't forget to keep us informed....

- Let us know what you're up to so we can count you in, register your project on www.volunteer.ie
- Be sure to take as many pictures as you can to document your project.
- Share your experience with us on our facebook page, email ndv@volunteer.ie or tweet us [@voluntireland](https://twitter.com/voluntireland)

