Company Project
Leader
Checklist

Volunteer
Ireland
Obair Dheonach Éireann

In order to ensure your employee volunteer day runs as smoothly as possible consider the following list of items:

- ☑ What are you hoping to achieve from your employee volunteer day?

- ☑ How many employees will be volunteering on the day?

- ☑ How many hours will each individual contribute on the day – 1 hr, 4 hrs, a full day?

- ☑ Is your team volunteering covered by company insurance?

- ☑ Identify and visit the hosting organisation

- ☑ Find out about the host organisation, it's mission, service users and how your project will benefit

- ☑ Agree a list of volunteer tasks and activities

- ☑ Agree who will provide and pay for tea/coffee, water, snacks, lunch

- ☑ Would you like to document the project using photos or video?

- ☑ Is it appropriate to take photos with clients? Are there certain topics that should not be discussed with clients?

- ☑ Identify any areas that are off-limits and identify a designated smoking area

- ☑ Exchange contact details with the Host Organisation supervisor

- ☑ Appoint 1-2 over all Project Leaders and additional team leads to help manage the project on the day– approx. 1 team leader per 15 people

- ☑ Conduct a risk assessment (see Volunteer Ireland sample risk assessment)

- ☑ Ensure all payments/materials reimbursements/donations have been made to the Host Organisation

- ☑ Send a note to the Host Organisation thanking them for working with your team

- ☑ Gather feedback from your volunteers and the organisation on what was positive about the experience and what could be improved