



Organisation needs Assessment Form

VOLUNTEER.IE



**Volunteer
Ireland**
Obair Dheonach Éireann



There are many ways Company Volunteers can support Community Organisations.

This needs assessment form is designed to help your community organisation **come up with ideas** around how you can engage a **company team to help your organisation**. You might already engage individual volunteers and have never even thought about how a company might be able to help. The great thing about companies is that they can bring teams of different sizes from 6-60 people and when taking on hands-on gardening and painting projects they usually bring a budget to pay for the supplies. They can also help at events, support with client activities and provide professional business advice.

The form is split into 3 sections – covering 3 different areas where you might want help:

- **Hands on / physical work** – generally unskilled work like painting, gardening or a revamp or beautification type project. This work is something that your organisation may not be able to undertake due to budget restraints or lack of time and resources.
- **Events / activities supporting the organisation** – such as helping out at an annual event, running a one-off client activity such as bingo, a dinner, a fieldtrip etc.
- **Skills needed / professional business advice** – this is where you want a group of volunteers with specific skills or knowledge to help in a professional capacity with something like an energy audit or a PR strategy. Or in a school, a group of scientists or engineers could facilitate a STEM experiment for students or employees could give a career talk to senior students.

It's not necessary to fill out all 3 sections – as you may not have a need in all 3 areas.

Type of Project	Hands on / Physical work / No experience necessary
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What? Select the type of activity where a group of company volunteers might support your organisation.

Indoor Painting – walls, doors, skirting boards	
Revamp the indoor space e.g new paint design, adding plant pots, cushions, new furniture, storage	
Outdoor Painting – walls, windowsills, garden furniture, playground markings	
Outdoor or Garden cleanup – weeding, cutting back/pruning, raking, painting existing furniture	
Outdoor Gardening / Planting – planting, developing a new garden area, installing flatpack raised beds	
Revamp outdoor space e.g adding plant pots, a fairy garden trail, new furniture	

Details: Please provide details about what needs to be done, what you hope to achieve, how volunteers can help

Please consider what you want the end result to look like:

When? Place an 'X' next to when your project/activity is to be completed:

We are flexible and are open to arranging a time to suit the company and our organisation	
There are certain times of the year when it is best to run this project (list times here):	
This event/activity will take place on pre-set dates (list dates here):	

Where? Please provide details about where this activity will take place.

How? We encourage you to consider the following when developing a company volunteer opportunity

How long will the activity take e.g. 1 hour, ½ day, full day?		Will supplies/equipment/tools need to be provided to complete this activity?	
How many volunteers might be needed e.g. 6, 10, 20, 100		Will the company need to provide a budget for this? To cover supplies etc?	
Can the work be completed by unskilled volunteers? (e.g Replacing the electrics or roof repairs are not an option)		Can this work be completed without the need for specialist equipment – diggers, cherry picker, high ladders?	
What staffing will you need to provide to support this activity?		Could this activity be completed more than once a year e.g., many gardens could use a clean up crew 2-3 times each year?	

What will be the impact of a project? (e.g., By improving our outdoor areas the students will be encouraged to go outside and move more, improving their mental and physical health, which creates a better learning environment)

Type of Project	Events / Activities supporting the organisation / No experience necessary
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What? Please indicate the type of activity where a group of company volunteers might support your organisation

Event support e.g. welcome ambassadors, sign in, directing the public, behind the scenes	
Other type of hands on activity e.g. sorting clothing, stuffing envelopes, packing food hampers – not interacting with service users	
Supporting & interacting with clients e.g. social event for the elderly, bingo, youth club activities, providing I.T. support for the elderly, reading programmes for children, English language conversations for refugees or migrants	
Helping the organisation by volunteering at bucket collections	
Other	

Details: Please provide details about what needs to be done, what you hope to achieve, how volunteers can help

Please consider what you want the end result to look like:

When? Place an 'X' next to when your project/activity is to be completed:

We are flexible and are open to arranging a time to suit the company and our organisation	
There are certain times of the year when it is best to run this project (list times here):	
This event/activity will take place on pre-set dates (list dates here):	

Where? Please provide details about where this activity will take place.

How? We encourage you to consider the following when developing a company volunteer opportunity

How long will the activity take e.g. 1 hour, ½ day, full day?

Does the company need to supply anything to participate in this activity?

How many volunteers might be needed e.g. 6, 10, 20, 100

Is there a cost to this project? Will the company need to provide a budget?

Who will the volunteers be engaging with?

What supervision or staffing will you need to provide to support this activity?

What will be the impact of a project? (e.g., we struggle to provide outings for our clients – by having a company team come on board with financial and human resources we can offer outings for our clients. Volunteers provide an opportunity for our clients to engage with new people and ensure the day runs smoothly)

Type of Project	Skills needed / Professional Business Advice
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What? Please indicate the type of activity where a group of company volunteers might support your organisation

Business advice/professional support project e.g. data analysis, HR, I.T., people management	
Use your professional skills – careers/STEM/ engineering, art, careers nights at a school, entrepreneur activity for students, English language or jobs support for refugees/job seekers	

Details: Please provide details about what needs to be done, what you hope to achieve, how volunteers can help

What skills are needed to participate?

When? Place an 'X' next to when your project/activity is to be completed:

We are flexible and are open to arranging a time to suit the company and our organisation	
There are certain times of the year when it is best to run this project (list times here):	
This event/activity will take place on pre-set dates (list dates here):	

Where? Please provide details about where this activity will take place.

How? We encourage you to consider the following when developing a company volunteer opportunity

How long will the activity take e.g. 1 hour, ½ day, full day?		Does the company need to supply anything to participate in this activity?	
How many volunteers might be needed e.g. 6, 10, 20, 100		Is there a cost to this project? Will the company need to provide a budget?	
Who will the volunteers be engaging with?		What supervision or staffing will you need to provide to support this activity?	

What will be the impact of a project? (e.g., Our students get so excited and engaged with STEM when they have the opportunity to ask questions of real scientists and hear first hand about how science impacts on our daily lives)



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