



# Host Organisation Checklist

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In order to ensure your **Employee Volunteer project** runs as smoothly as possible please ensure you have completed the items on this checklist prior to hosting the employee volunteering day. The last **3 items** are to be completed after the volunteer day.

## Before the Day

- Identify your project. Ensure there is a defined beginning and end to the project so volunteers can see the impact they make
- Assess how many volunteers will be needed to complete the project
- How many hours will the volunteer day run e.g., 10am-4pm
- Facilitate a site visit with the interested company
- During the site visit share information about your mission, aims, objectives, daily work, your service users, impact etc.
- Agree the project outline and a list of volunteer tasks and activities
- Agree a project date
- Inform your insurance company of the activity
- Consider what tools, supplies, materials are needed for your project
- Agree who will provide tea/coffee, water, snacks, lunch

- Inform the company if it is appropriate for them to take photos with clients and if there are topics that should not be discussed with clients
- Identify an appropriate volunteer smoking area
- Identify any site areas that are off-limits to volunteers
- Conduct a risk assessment (see sample risk assessment form)

## On the Day

- Provide tea/coffee on arrival
- Provide a secure location for volunteers to leave their belongings
- Welcome and thank volunteers. Share info on your mission, service users, project impact
- If appropriate give a short tour of your premises and introduce service users
- If possible, have a service user thank the group and talk to them about your service and how it has benefited them personally
- Take before, during and after photos/video
- Provide a location to have lunch, tea/coffee
- Be available on the day to provide information, answer questions and thank volunteers
- At the end of the day thank the volunteers and reiterate the impact / difference their work has made

## After the Day

- Send a note/letter to the company thanking them for their contribution .
- Share photos with the company.
- If posting on social media, make sure to tag relevant partners and include any hashtags that you want to highlight.





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