

Volunteering: Basic Information for the Workplace

I hope you will judge yourselves not on your professional accomplishments alone, but also on how well you have addressed the world's deepest inequities...on how well you treated people a world away who have nothing in common with you but your humanity.
Bill Gates

Getting Started:

- Plan Ahead! – Logistics, resources and coordination are necessary to executing a successful group volunteer effort.
 - Identify one or two people to oversee a team planning the volunteer effort.
- Assess – Use a brief online questionnaire to assess and identify your workplaces interests regarding volunteer opportunities. Ex: surveymonkey
- Research – Once the cause has been identified research how volunteers are already being used in your community or identify a current need you can fill.
- Set a goal to increase motivation
- Contact the organization/cause that your workplace is interested in volunteering with, discuss ways your workforce could be effective volunteers for the organization.
 - Resources, the tools necessary to complete tasks, set-up and clean-up need to be discussed.
 - Identify any costs

Points to Ponder:

- Have your main coordinator visit the volunteer site in order to assist in the planning and logistics of the effort. Begin planning months ahead.
- Effective volunteerism is illustrated by people working together for the good of the community. Reflect on how your workplace can address a current need in the community through an ongoing volunteer opportunity or the coordination of a new effort.
 - New volunteer efforts requires more dedication – Nonprofits often do not have staff or resources to coordinate large scale efforts.
- Nonprofits may have questions too. Agencies might want to interview or meet new volunteers. Training or background checks may be necessary before beginning actual volunteer work.
- Consider a debriefing with your employees to recognize their efforts and allow for discussion/reflection afterwards.
- Documentation of the event – take photos

United Way of Champaign County



- Increase impact by working with organizations around current needs rather than creating more work by introducing new projects.