

# Checklist Volunteer & Project Management

## ***How to Use This Document***

Use this template to prepare for a group of volunteers to make sure you don't miss a single step!

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# *Checklist*

# *Volunteer & Project*

# *Management*

## **Project Preparation**

- Have a contingency plan for bad weather (a rain-out date), if necessary
- If required, have safety materials (work gloves, work goggles, etc.) on-site
- Make an agenda for the day's activities (allow time for set-up, breaks, lunch, clean-up, etc.)
- Do you have a team leader from the company who can contact all the volunteers in case of a change in plans or emergency
- Have all of the volunteers received information about the day – what time to arrive, where to go, where to park, what they should wear, what they should bring, etc.
- Verify that all materials are ready and tasks are assigned
- Organize tools and materials in the space where they will be used
- Set up stations for registration, water, first aid, etc.
- Verify that facilities are open and available (restrooms, electricity, etc.)
- Set out trash containers for easy access throughout the site
- Hang project signage
- Verify safety procedures, contingency plans, emergency call list, and other project details
- Is there a place that the volunteers can put their personal belongings

## **Volunteer Registration**

- Welcome and register all volunteers
- Have volunteers sign waiver of liability and/or photo release, if necessary
- Distribute name tags and project T-shirts for all volunteers and staff
- Offer brochures about your program or flyers about future volunteer opportunities

## **Volunteer Orientation**

- Gather all volunteers together for welcome and orientation
- Thank volunteers
- Present brief overview of the program, the project, and the community issue you are addressing; be sure to discuss the impact the project can have on the community
- Review the schedule for the day
- Motivate volunteers through a group cheer or other activity
- Discuss safety procedures and other important details for the day
- Indicate first aid stations, water stations, phones and muster points
- Hand out any safety materials (work gloves, work goggles, etc.)
- If any special tools (drills, saws, ladders, etc.) are being used, make a plan to address any safety concerns and do a specialized training
- Encourage everyone to have fun and be SAFE
- Divide volunteers into task groups, with a task leader for each

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## **During the Project**

- Motivate and encourage volunteers; thank them for their service; tell them how they are making a difference
- Manage the volunteers' time for effective service; make sure each person has a task to complete
- Prioritize tasks; complete the most important jobs first
- At the half-way point, ask volunteers if there is too much or not enough to do
- Have back-up projects available for extra work
- Monitor safety
- Be available/accessible for answering questions and troubleshooting
- Distribute food and drinks, as required

## **Project Closure**

- Clean up
- Conduct a final walk-through of the service site, checking that all tasks have been completed, trash disposed of, and tools/materials put away
- Gather volunteers together and review the accomplishments of the day
- Facilitate a reflection activity
- Solicit feedback through a formal or informal evaluation
- Thank volunteers and tell them of future service opportunities

## **After the Project**

- Send a thank you with pictures and/or quotes from those the volunteers helped
- Ask for feedback, either formally or informally
- Invite the volunteers to return and volunteer again – as individuals, with their family or friends or with their employee group again