



Company Employee Volunteer Checklist



**Volunteer
Ireland**
Obair Dheonach Éireann

In order to ensure your volunteer day runs as smoothly as possible please ensure you review this checklist.

Before the Day

- Do you know the project date and start time?
- Do you know the project location, how you will get there, is parking available?
- Do you need to bring snacks, a refillable water bottle, a reusable coffee cup, gardening gloves, rain jacket, sunscreen?
- Do you need to bring tools or equipment e.g. gloves, spade, rake?
- Are you clear on what type of clothing and footwear is suitable for the tasks you will be working on?
- Have you made your Project Lead aware of any limitations you may have in relation to completing the project tasks?
- Do you have your Project Lead's mobile phone number?
- Have you given your emergency contact details to your Project Lead?



On the Day



Arrive on time



Sign in, read and sign the risk assessment and photo waiver



Get involved, be flexible and willing to work where needed



Complete all tasks to a high standard



Take breaks when needed / keep hydrated



Share your ideas and suggestions for the project



Bring any concerns or issues to your Team Leader



If you run out of tasks, ask what else needs to be done



Talk to service users / clients and staff if appropriate



Don't forget to clean up



Be flexible



Enjoy the day and HAVE FUN!!!



After the Day



Give feedback to your Project Lead



Keep in touch with your host organisation regarding possible future needs or collaboration



Send a thank you card from your team

