



Company Project Leader Checklist

In order to ensure your employee volunteer day runs as smoothly as possible consider the following list of items:

- What are you hoping to achieve from your employee volunteer day?
- How many employees will be volunteering on the day?
- How many hours will each individual contribute on the day – 1 hr, 4 hrs, a full day?
- Is your team volunteering covered by company insurance?
- Identify and visit the hosting organisation
- Find out about the host organisation, it's mission, service users and how your project will benefit
- Agree a list of volunteer tasks and activities
- What tools, supplies, materials are needed for your project, who will provide / purchase them and how will they be paid for?
- Agree who will provide and pay for tea/coffee, water, snacks, lunch
- Would you like to document the project using photos or video?
- Is it appropriate to take photos with clients? Are there certain topics that should not be discussed with clients?
- Identify any areas that are off-limits and identify a designated smoking area
- Exchange contact details with the Host Organisation supervisor
- Appoint 1-2 over all Project Leaders and additional team leads to help manage the project on the day– approx. 1 team leader per 15 people
- Conduct a risk assessment (see Volunteer Ireland sample risk assessment)
- Ensure all payments/materials reimbursements/donations have been made to the Host Organisation
- Send a note to the Host Organisation thanking them for working with your team
- Gather feedback from your volunteers and the organisation on what was positive about the experience and what could be improved