



## Corporate Volunteer Engagement Checklist

### Pre-Event

- ✓ Identify the volunteer project leader or champion
- ✓ Determine project details
  - Event date, time and location
  - Number of volunteers needed, specific skills and characteristics
  - Project description and objectives (what does success look like?)
  - Dress code
- ✓ Send a calendar invitation to project leader
- ✓ Determine budget (as appropriate) and in-kind vs. cash donation options
- ✓ Send confirmation email to lead contact
  - Date, time, parking information, site map, lunch/break information, volunteer coordinator contact info including cell phone number etc.
- ✓ Confirm event details with internal site leaders, project managers or receptionists
- ✓ Ensure all project supplies and materials are identified and ordered

### During the Event

- ✓ Ensure all project supplies and materials are ready upon volunteer arrival
- ✓ Welcome volunteers
- ✓ Sign In – capture volunteer data, permission to contact and photo releases
- ✓ Share the mission of the organization
- ✓ Describe the project and train volunteers
- ✓ Check in to answer questions and ensure quality results
- ✓ Collect in-kind donation information
- ✓ Take pictures and/or video
- ✓ Connect with volunteers and cultivate relationships
- ✓ Thank the volunteers and celebrate your accomplishments

### Post Event

- ✓ Send a thank you card or email – include photos!
- ✓ Call your volunteer leader to gather event feedback or suggestions
- ✓ Share any resource, donation leads or volunteer interest with the appropriate solicitor
- ✓ Recognize volunteers via social media
- ✓ Report the results
  - Volunteer hours, volunteer time value, project outcomes, impact to your mission
- ✓ Add interested volunteers to newsletter or eblast list