**WORKSHEET**          **Event-based Volunteer Management**

Event: _____          Event Date: _____

| General Considerations |
| --- |
| Who is assigned to complete each task? By what deadline? |
| Does your organization have or need proper liability insurance for this event or project? |
| What are the safety concerns? Are you working with minors, seniors, etc? |
| What can volunteers do *next*?  What are your upcoming events, projects, meetings, individual or ongoing tasks? |
| Where will you store volunteer information, both electronic and physical? |
| Will volunteers be reimbursed for mileage, expenses, etc? |
| Will this event be repeated? Have you considered documenting the whole process in a "how-to" guide for your organization? |
| How can volunteers be involved in each aspect of this event, from planning to post-event? |

| BEFORE | | Assigned to | Deadline |
| --- | --- | --- | --- |
| 1. Choose event<br>*See "Documenting Rural Volunteer Practices" p. 9-36 for ideas.* | | | |
| 2. Identify "real" work needed to be done for event<br>*Use WORKSHEET: Volunteer Task Assignments on p. 44.* | | | |
| 3. Identify possible individuals and groups suitable for tasks<br>*Use WORKSHEET: Volunteer Management Inventory on p. 38.* | | | |
| 4. Contact potential volunteers<br>*How will they benefit from their involvement?*<br>*Who is the best person to contact them?*<br>*Does anyone know these potential volunteers personally?* | | | |
| *If no*, | • Thank them for their time.<br>• Inform them of any other events that are happening soon that may interest them.<br>• Offer to add them to your mailing list to learn about upcoming events. | | |
| *If yes*, | Contact individuals or group leaders before event with necessary logistics:<br>• What time should they arrive?  Where?  Provide time, location, directions, and carpool information if possible.  Is the event rain or shine?  What is the rain date?<br>• What do they need to wear? What is the weather forecast? Inform them of proper clothing and gear.<br>• What will be provided? Will food be provided and what is it (consider dietary restrictions)? Will you have gloves, tools, sunscreen, insect repellent, first aid kit, etc? Is there cell phone service?<br>• Based on what can be provided, what should they bring?  Do they need to bring food? Can they buy food at or near the event?  Are certain tools needed?<br>• What are the risks and safety concerns? Who is allergic to bees, etc? Are they under 18 and need parental consent? *See TEMPLATE: Volunteer Information Sheet (p. 45) and TEMPLATE: Volunteer Liability Release (p.46-47).*<br>• For visiting volunteers, will they need lodging? Is there cell phone service, internet access, etc?<br>   o Are they familiar with the physical and cultural climate? How will you acclimate them?<br>   o Have you informed the local community about the visiting volunteers? How can they be involved to foster local "buy-in" to project? | | |

| DURING | Assigned to | Completed? |
|---|---|---|
| *Before you start working:* | | |
| Conduct brief orientation. | | |
| Give an overview of your organization's history, mission, goals, programs, services and where to get more information | | |
| Explain how volunteers are helping the "big picture" | | |
| For visiting volunteers: Give an orientation to the area/community, involve local residents | | |
| Distribute and collect Volunteer Information Sheet (p. 45) and Volunteer Liability Release (p. 46-47) forms. *If volunteers are under 18, these must be signed by a parent/guardian in advance.* | | |
| What are they doing today? Identify safety concerns. *Be aware of any medical conditions or allergies noted on Volunteer Information Sheets.* | | |
| Distribute needed gear, supplies, etc. | | |
| Identify location of things needed throughout work day: Restrooms, refreshments, sunscreen, insect repellent, safe place for personal belongings, individual(s) to alert in emergency… | | |
| *When you are finished or taking a break:* | | |
| Have materials available with information about upcoming events, membership application forms and general information about organization | | |
| Conclude the project or event: <ul><li>Reiterate what was accomplished and how it helps on a larger scale</li><li>Thank everyone for their time and effort</li><li>Remind them of upcoming events and other volunteer opportunities</li><li>Distribute and collect Volunteer Evaluation (p. 51)</li></ul> | | |

| AFTER | Assigned to | Deadline |
|---|---|---|
| Add information given on Volunteer Information Sheets to database. *Use TEMPLATE: Volunteer Information Database included on workbook disc.* | | |
| Add new volunteers to mailing list <ul><li>Send them a message welcoming them to the mailing list</li></ul> | | |
| Send everyone involved a "thank you" note <ul><li>Restate what was accomplished</li><li>Give any information about future progress of that project</li><li>Share any news coverage or photos</li><li>Include upcoming events and membership information</li><li>If not completed on day of event, send Volunteer Evaluation (p. 51)</li></ul> | | |
| File Volunteer Information Sheets and Volunteer Liability Release forms in central known location. | | |
| Add Volunteer Evaluation responses to database. *Use TEMPLATE: Volunteer Evaluation Database included on workbook disc.* | | |
| Inform entire organization of accomplishments (at a meeting, in newsletter, or special email). Include: <ul><li>Who was involved</li><li>What was accomplished</li><li>Feedback gathered from Volunteer Evaluations</li></ul> | | |