

Accommodating Volunteers – The Basics

Volunteers represent a diverse group of individuals, companies, schools, and organizations, so it's important to have a plan when it comes to accommodating them. Preparing for volunteer goes beyond having work to be done and should start before they arrive!

Step 1 | Before Volunteers Arrive

Make sure you provide adequate information to your volunteers about your project. You should provide details on what tasks to expect, where to park, and when to arrive. Importantly, make sure you have appropriate staff support and materials needed to complete the project.

Project Details | What do your volunteers need to know?

Project Support | Why do you need to complete your project?

Step 2 | During Your Project

Introduce your volunteers to the project host and provide mission of your organization. Review any relevant project details and on-site information before getting started. Remember to be mindful of your volunteer's time and stick to the discussed schedule.

Introduction | Show your volunteers what they'll be working on and why.

Scheduling | Stick to your project timeline.

Step 3 | After Volunteers Leave

Follow up with your volunteers! Thank them for their time and effort, and highlight the impact they made that day. Make it easy for your volunteers to stay involved and volunteer with your organization in the future.

Follow Up | Send a thank you email to your volunteers.

Engagement | Let your volunteers know how they can stay involved!

A Helpful Tip

Create a standard process for how you greet and accommodate volunteer groups. This will help in providing a consistent volunteer experience!