

## CHECKLIST: ORGANIZE EMPLOYEE VOLUNTEER PROGRAMS & EVENTS

With the best of intentions, sometimes it can be challenging for companies to organize a volunteer activity or employee volunteer program. Companies are stalled in their altruistic efforts before they even start as they face these challenges. Giving DuPage offers this checklist as a resource to organize a Volunteer Day at your company ([GivingDuPage.Org/Resources](http://GivingDuPage.Org/Resources)).

- ✓ No need to reinvent the wheel. Many companies have employee volunteer programs, so at the next networking/chamber event, ask colleagues how they started their program.
- ✓ Don't do the heavy lifting. Utilize volunteer resource centers, like [Giving DuPage](http://GivingDuPage), to help you identify local charities searching for large volunteer groups, or learn about organized Days of Service, like 'Make A Difference' Day.
- ✓ This one is important - all volunteer programs should remain optional and not mandatory – people like to volunteer, not to be 'voluntold'.
- ✓ Offer the volunteer event as a paid work activity. If you're unsure about this, consider what you gain in employee motivation & retention, while they take pride in representing your company through volunteerism.
- ✓ Before you organize an employee volunteer day, decide who will organize the Employee Volunteer Day? One staff person, or a few thoughtful staff, that make a committee?
- ✓ Align the socially responsible activities with your corporate values or ask your employees what volunteer activities they appreciate or learn about their favorite charity organizations.
- ✓ Determine your commitment – one paid volunteer day per year that everyone participates in or give employees the chance to choose their own day or half day.
- ✓ If you are part of the team launching or implementing your employee volunteer day, remember you set the tone - consider sharing a personal story about how volunteers have impacted your life or made a difference in your life story. Authenticity always shines through.
- ✓ Capture and share the moment – photos, post to social networks, share in company e-news, create a 'giving' intranet page, tell your board & stakeholders and maybe even invest in buying company spirit T-shirts if the employee volunteerism is ongoing.

- ✓ When you select the right volunteer project, be sensitive to the nonprofit organization and what they truly need in terms of support – be on time, dress appropriately, bring your own water/snacks and remain flexible.
- ✓ Have a feedback loop in place before the volunteer event takes place – employee feedback is key to morale and retention of the best staff.
- ✓ If your company institutes a more formal Employee Volunteer Program, don't be afraid to use existing technology resources, or consider investing in an app that centralizes your company's socially-responsible outcomes through a portal tool.
- ✓ Start with small steps and keep it simple. If organizing your company's volunteer activity begins to feel like work, focus on what's important – the need. Your volunteer project or service is having a positive impact and any good act is a net positive.
- ✓ Stay focused on the volunteer need and how your support is making an impact. The reason your company wanted to give back was to help the charity. That's the part you want to hold onto.
- ✓ The most important step is the first one – if your company is committed to telling a high-impact story to your own employees, make sure you take one step today, this week or this month. It couldn't be easier for companies, no matter their size, to make a big difference in our local community.

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### About Giving DuPage:

Giving DuPage is a 501(c)(3) nonprofit organization, whose mission is to promote giving and volunteering throughout DuPage County. Since 2006, Giving DuPage has connected over 4,300 volunteers with local nonprofit organizations through the Volunteer Opportunity Portal, an online tool that connects volunteers and donors with local opportunities to give back. Giving DuPage produces the Annual Giving Guide, a DuPage volunteering resource guide, listing nearly 200 nonprofit organizations, that reaches over 25,000 DuPage subscribers of the Daily Herald.

Giving DuPage hosts the Human Race, a 5K community fundraiser event that celebrates and creates awareness for over 65 DuPage non-profit organizations. Since 2012, the Human Race has generated over \$255,545 for local charities. Established in 2001, as a public-private partner of the DuPage County, Giving DuPage provides volunteers, donors, board support, training and other capacity-building resources for all DuPage area nonprofit organizations.