

Corporate Returns Program

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Corporate Returns—How the Program Works

The Corporate Returns Program is a special initiative of Volunteering Illawarra which assists businesses to implement a corporate volunteer program. There is no cost to business or the community to become involved.

Stage 1—PLANNING

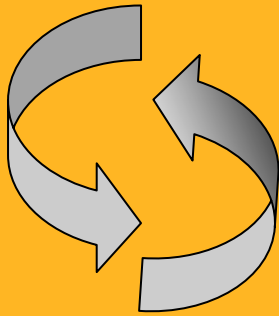
We meet with you at your worksite and give staff a general orientation to volunteering.

We can discuss in detail:

- ◆ your company values and objectives
- ◆ the level of employee interest in a volunteer program
- ◆ the level of management support
- ◆ the commitment of time, personnel and resources
- ◆ finding the right volunteering opportunities to suit staff and your workplace

Remember ... volunteering is an activity of choice. Don't put pressure on everyone to volunteer — work with staff who really want to be involved!

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Stage 2—ACTION

We match you up with a community group or project and help develop some written policies and procedures. That way all parties are clear about how things will happen!

We help you to consider:

- ◆ any volunteer training requirements
- ◆ health and safety issues
- ◆ transport, equipment, materials or tools required
- ◆ how to publicise your efforts and recognise and reward participants.

Its a good idea to select someone other than the manager to be the team leader for volunteer activities.

Stage 3—FOLLOW UP

We help you to evaluate your volunteer project to see if its fulfilling the aims and interests of your company and your volunteer team.

Start small and gradually expand your volunteer program. Learn from experience and build on past success!