



Corporate Returns Program

VOLUNTEERING ILLAWARRA

Ocean Room
Wollongong Town Hall &
Community Centre
Cnr Crown & Kembla Streets
Wollongong
Locked Bag 8821
South Coast Mail Centre
NSW 2521

Phone: 4225 7812

Fax: 4225 9620

Email:

lbrazier@wollongong.nsw.gov.au



Planning A Successful Volunteer Program

Checklist for Corporate Volunteers

- Have you considered your objectives – what do you want to get out of a volunteer program?
- What is the company's time-off policy - are all staff clear about it?
- Has a team leader been nominated who will be responsible for organising the volunteer group and liaising with the community organisation?
- Has the team leader inspected the work site? This is advisable if it is an outdoor site.
- Have you considered occupational health and safety implications—you may need to consult with your workers' compensation insurer in advance. The organisation you're volunteering for should also have volunteers' insurance.
- Have you confirmed the number of volunteers in your team and the time available?
- Have you considered who will provide equipment and materials if needed?
- Has lunch and/or other refreshments been organised for the day?
- Do you need to arrange transport to the work site?
- Have you considered publicising and recording your activity? You may want to take a camera and/or invite the media.
- Don't forget to reward those members of staff who take part!