



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 for A Successful Volunteer Project

A Checklist for Community Groups

- Is the project and/or volunteers' jobs clearly defined?
- Have you confirmed the number of volunteers involved?
- Do you have current volunteers' insurance which covers all the activities expected of volunteers?
- Have you had direct contact with the volunteers' team leader?
- Has the team leader inspected the work site beforehand?
- Have you arranged for volunteers to be given appropriate job orientation and/or training?
- Is the necessary equipment and materials available?
- Does the work environment meet occupational health and safety requirements?
- Have arrangements been made for work breaks, refreshments, lunch, etc.
- Have you determined who will reimburse any out-of-pocket expenses.
- Have you considered how to acknowledge or recognise the business?