

# A CHECKLIST: GET YOUR TEAM READY FOR REMOTE VOLUNTEERING!

Flexibility is essential in the lives of busy employees. Whether it's juggling work and family, or a sudden change in the way your team does business, it's a good idea to provide virtual options to your employees that allow them to continue engaging in your company's volunteer efforts from wherever they are. To support your planning, here is a checklist of suggested steps towards sustainable virtual volunteer abilities.

## STEP 1: CREATE OR UPDATE YOUR EMPLOYEE VOLUNTEER POLICY.

This policy includes or separate policies exist for:



- Virtual/Remote volunteering, which may include skills-based tasks like consulting, web design, social media support and more, or projects that are hands-on or utilize craft skill sets that could be completed at home, such as woodworking or knitting. Include whether or how you may be able to count an employee's expenses to cover possible project supplies (for example, paper, craft supplies, etc.) as a donation
- Guidelines for social media promotion of all employee volunteer activities
- Guidelines for leadership of all group volunteer opportunities
- Incentives to volunteer, like PTO to volunteer or prize incentives (e.g., an extra vacation day) for meeting designated volunteer hour milestones, etc.
- Making sure each employee has access to a computer, internet, and other resources necessary for remote work and volunteering
- Consider establishing remote employee access to your company's server (if applicable), as well as a remote work policy
- Consider establishing partnerships with a local volunteer center that can keep you up-to-date on virtual/remote volunteer opportunities with local causes (please refer to the Points of Light global network of volunteer centers). In the Raleigh, Durham, or Chapel Hill, North Carolina area? Reach out to us at Activate Good: [corporate@activategood.org](mailto:corporate@activategood.org)

## STEP 2: MAKE SURE TEAMS ARE READY TO LEAD REMOTE VOLUNTEERING BY:

- Having a streamlined way to coordinate / communicate
- Establishing volunteer team leaders
- Creating guidelines to help them establish a reasonable turnaround time for volunteer task completion with a nonprofit
- Considering methods / opportunities to engage each employee's family in remote volunteering as well



### **Are your employees ready to participate or lead a virtual volunteer project?**

Learn more about volunteering as a company, remote volunteering, and employee volunteer leadership training for your team members at [ActivateGood.org](https://ActivateGood.org).

Contact us: [corporate@activategood.org](mailto:corporate@activategood.org), 919-535-6550