

EMPLOYER SUPPORTED VOLUNTEERING

GETTING STARTED – TOP TIPS

1. Think about the reasons you want to get involved

Do you want to give back to the community, promote your company, develop the skills of your staff?

2. Secure support across the business

Support from senior management, middle management and other employees is important. Top level support will be needed if you are to agree on factors such as financial contributions and management costs, amount of time to be taken off and the availability of other resources to help the community such as facilities, furniture and equipment

3. Decide on budgets and time off

Some volunteering might need a budget or require full days to be taken out of the office. Think about the implications for your business before you make any promises



4. Write a volunteering policy

Having a volunteering policy – even one page – will ensure the company volunteering programme is taken seriously and that no one abuses it. The policy may include a statement of your company's commitment to volunteering, guidelines on paid time off for community involvement, guideline on insurance and health and safety, the level of employee engagement in the community

5. Find out what the local community needs

Works 4 U can manage this task for you. We know the needs of the local voluntary and community sector and can translate these into outcomes that benefit your business and the community. This can also be a time consuming process and we understand that many businesses lack the time to research potential opportunities



"The employees gain a lot of satisfaction from the work. It improves teamwork and morale within the company."

- Travel Inn

6. Promote your programme

Ensure your staff know about it, recruit volunteer champions within your business, place it on notice boards and intranet sites and tell the local media – this is good news for the community

7. Have fun!

Volunteering is well known for giving participants a huge feel good factor and research has shown it is the Uks second favourite pastime

8. Monitor and evaluate activity

Works 4 U will provide an evaluation report at the end of each activity with information on number of volunteer hours given, skills learnt, employee testimonials and benefit to the community

9. Secure positive publicity

If it is your objective to improve your reputation in the local community then you can contact your local newspaper, radio and TV stations, feature your activity on your website or enter local and trade awards. It is important that publicity is handled carefully and that relationships with key stakeholders will not be damaged through your ESV activities

10. Say Thank You

Recognising and publicising the contributions made by employer supported volunteers demonstrates to them, and everyone, that their volunteering is really appreciated. Effective recognition motivates volunteers to continue or increase their involvement and encourages others to get involved.

*Want to know more? Visit us at:
www.works-4u.com
or email alice@works-4u.com*