

# TOP TEN TIPS FOR ORGANIZING A PROJECT

1. **Do your research.** Understand the nonprofit and their needs and how you can add value. Also understand how they can contribute to your goals.
2. **Plan ahead.** Allow plenty of lead time when looking to plan a volunteer project with an agency. The agency will need time to identify a meaningful project and organize their staff; a minimum of one month is usually best.
3. **Set realistic expectations.** Especially regarding volunteer recruitment. Take into consideration the culture of your company and community so that you can provide the number of volunteers that you commit to recruiting.
4. **Less is sometimes more.** Don't assume that a small group of volunteers will not be effective. Many agencies are happy to accommodate five volunteers and only a few can handle between 50-100 volunteers in one location.
5. **Communicate.** Establish solid lines of communication and outreach. Avoid connecting only around the time of a big event. Communication with your volunteers is essential; make sure they know when they are expected to volunteer and where.
6. **Realize limitations.** Some nonprofits may have extremely limited resources. Even an agency you have a strong relationship with may find it difficult to organize a volunteer project if there is little or no money for supplies. Make sure you understand that large projects take a lot of resources and sometimes agencies are unable to accommodate.
7. **Utilize your skills.** Think about the strengths, area of expertise, or resources you can share with current or potential agency partners (i.e. specific employee skills, pro bono services, meeting spaces, in-kind donations of useful items, etc).
8. **Expect the unexpected.** Sick volunteers, Colorado weather, enthusiastic volunteers and more are all variables to consider. Try to have a back-up plan for whatever curves are thrown your way.
9. **Don't be afraid to ask for help.** Get help from a local organization like the United Way of Larimer County and others that are able to connect you with agencies and resources.
10. **Be Flexible.** Try to be open to new ideas and be willing to share your own ideas.