

TIPS FOR VOLUNTEERS

Plan Ahead

- » Give the organization enough advance notice of your interest to volunteer in order for them to plan for your arrival. This is especially important for group projects (typically 2-4 weeks or more is appreciated). Let them know your time commitment, as well.
- » Get to know the organization and employees where you wish to volunteer. The more you know about their services and operations, the better fit it will be.
- » Make your interests and skills known to the volunteer manager. Expressing these will help to ensure that your volunteer assignment is appropriate and meaningful.

Be Flexible, Patient and Open

- » Do not get discouraged if a volunteer opportunity does not work out for you. The particular circumstances or organization's needs at the time may not have been the right fit.
- » Be prepared to go through an orientation or training before you can actually volunteer. These can range from a few minutes to several hours or even days. Some agencies may also require background checks for all potential volunteers.
- » Be open to new perspectives, experiences and people. Stepping out of your comfort zone may show you things about yourself that you never knew existed.

Follow Through With Your Commitment

- » The organization and other volunteers will strongly rely on your time, skills and energy to keep the project operating. They will be counting on you!
- » Do not over-estimate the time commitment you can make.

Be a Good Volunteer

- » Follow the rules, dress code, safety measures and other policies of the organization.
- » Respect the privacy and confidentiality of the clients you may encounter.
- » Your role as a volunteer is to serve the agency and the clientele within the boundaries of the organization.

Have Fun!

- » Volunteering should be an enjoyable activity that can be shared with family or friends.