



VOLUNTEER PROJECT LEADER

GETTING STARTED: HOW TO ORGANIZE A VOLUNTEER PROJECT

Solicit/Discuss Volunteer Project

- Select an agency based on your interest area and skills you can offer to help.
- Connect with an agency you would like to serve to inquire if there is a need.
- Work directly with agency to plan a project.
- Let agencies know who to contact with questions and keep open communication throughout the entire process.
- Set up a schedule with the agency on when you will be meeting with them.
- Make planning goals with agency and secure a timeline.

Determine the Facts

- What kind of project will you be doing?
- How many volunteers will you need?
- How many volunteers can you provide? Will you need outside help recruiting volunteers?
- What ages of volunteers will want to help (some agencies have restrictions on what ages volunteers need to be to participate)?
- Where can you recruit volunteers?
- What day and time will the volunteers be doing the activities?
- How will volunteers get to the location?
- What materials do you, the agency, and volunteers need to provide?
- Will snacks, water, lunch, etc. be available?
- Do you have a back-up plan?

Get Ready

- Confirm your project dates and times.
- Secure the project location.
- Meet with your agency partner at the project location.
- Solicit and gather materials needed for the project.
- Recruit volunteers to participate in the project. Direct them to sign-up online, so liability is taken care of.
- For volunteers who will not be signing up online, you may wish to send liability forms out to these volunteers electronically prior to your project date.
- Report your project information to United Way of Larimer County.
- Track the volunteers you have recruited for your project and report your numbers to the United Way (committed and still needed from the community for each shift).
- Notify volunteers the details of the project.

- You are responsible for contacting your volunteers directly with additional information, including liability forms.

Day of Project

- Collect any last United Way liability forms for volunteers who didn't sign-up online. A volunteer cannot participate without a signed liability form.
- Have group do a pre-reflection before service starts.
- Have organization do short presentation of the mission of the agency.
- Do service.
- Take pictures.
- Have fun!
- Conduct reflection/celebration.

After Project

- Thank volunteers for coming.
- Let volunteers know how they can get involved in the future.
- Have volunteers fill out evaluations or provide you with feedback.
- Submit final report and photos, and return liability forms and VPL binder to United Way of Larimer County.

These are just suggestions, and not all encompassing. Contact United Way of Larimer County at (970) 407-7064 if you would like assistance in planning your project.

To view this document and other VPL resources online, visit <https://impact.uwaylc.org/VPLResources>

