

# FAST FACTS

## Group Volunteering

Groups of volunteers (such as staff teams, families, students, etc.) can contribute meaningfully to your organization. They usually already know one another, and simply want to have fun and spend time together while contributing to the community and building their ability to work as a team. Leverage your organization's ability to engage groups of volunteers with these tips:

### Before volunteering

- ☆ Ask the volunteer group to delegate one volunteer who will act as the primary group contact. This person will communicate necessary information to the group.
- ☆ Be aware of, and try to accommodate, the group's desire to volunteer together. Determine in advance whether the group wants to work on a single task, or whether they would be willing to separate and engage in a variety of tasks. (For example, could five volunteers direct parking while three work at the registration desk and another two flip burgers at the barbeque?)
- ☆ Have any supplies needed for the task ready in advance. Arrive before the group is scheduled to be there.

### While volunteering

- ☆ Provide clear, simple guidelines for the tasks to be undertaken. Provide written position descriptions if there are multiple jobs or if there are complex instructions.
- ☆ Ask the volunteers to wear name badges, and ask all volunteers to provide you with their names and contact information.
- ☆ Offer refreshments if possible.
- ☆ Ensure you have one key staff or leadership volunteer who will supervise the group and be available to answer questions.

### After volunteering

- ☆ Recognize the group for its volunteer efforts, but also send individual thank you notes to volunteers if possible. At this time, you could also invite these individuals to continue their volunteer work with the organization.

### Great gigs for groups

Short-term or one-time activities are often appropriate for groups of volunteers. Examples include:

- **Repair and clean-up projects**, such as painting an office or maintaining a nature trail
- **Administrative jobs**, such as preparing a mailing or organizing a storage area
- **Special events**, such as performances, festivals and sporting events, where volunteers can help with food service, parking, set-up and/or clean-up or other jobs
- **Seasonal projects**, such as helping to pack food hampers or wrapping gifts

- ☆ Encourage the group to meet soon after volunteering to discuss their experiences. Provide evaluation forms to the volunteer leader, to be distributed to all volunteers.

**Anticipate change! Groups sometimes over or underestimate the number of individuals available to volunteer. Decide in advance how you will accommodate these changes.**



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