

Ready ?

CHECK-LIST

Are we ready to plan corporate volunteerism?

1. Guidelines

- Do you have a corporate volunteerism policy?
- If not, do you identify your corporate priorities?
- Do you send surveys to evaluate the interests of your employees?
- Do you have documented policies for volunteer recruitment, selection & orientation?

2. Human resources

- Do you need an intermediary to manage your corporate volunteerism?
- If not, do you have any intern resources to manage the relationship?
- Have you given the volunteer explanations of their responsibilities and expectations?

3. Partners

- Have you identified the profile of a potential NGO?
- Do you know how you will build your relationships with a potential partner?

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- Have you identified what you want from the partnership?
- Have you determined what you have to offer?

3. Communication

- Do you have organized an internal communication to recruit volunteers?
- Have you defined a clear volunteer mission description?

4. Evaluation

- Do you assess the progress of your volunteerism program?
- Do you assess the impact of your volunteerism program?
- Have you created a self-evaluation for employees?
- Do you measure the impact of your corporate volunteerism?
- Have you defined the way to communicate your impact?