



Volunteer Checklist

1. Pre-Recruitment Planning

- Gather a "Recruitment Team" from among your existing volunteers (or Board)
- Identify volunteer needs:
 - Define specific volunteer assignments*
 - Determine how many volunteers you'll need for each job/assignment and whether you need additional team leaders or supervisors
- Create volunteer position descriptions*
- Create or Update Recruitment Tools*

2. Targeting Potential Volunteers

- Start With Existing Volunteers:
 - Identify previous volunteers to contact.
 - Review list of individuals who have offered to volunteer.
- Recruit Within Your "Circle of Influence:"

Have each recruiter create a list of potential contacts, including:

 - Friends
 - Family
 - Co-workers
 - Neighbors
 - Community members (at church; clubs; sporting teams, etc.)

- Broaden Your Circle:

Once you exhaust the family and friends list, you might need to widen your search by:

 - Writing a newsletter article or a post on your organization's blog or forum
 - Posting a video or photos of last year's event on your Facebook page and ask for new recruits
 - Putting an ad in your community newspaper
 - Posting a request through your municipal or state/province volunteer center

- Posting a request at a local high school, or college student volunteer center
- Signing up with one of the volunteer matching sites*

Target Specific Skills or Needs:

If you need volunteers with specific skills or experience, consider talking to:

- Local small businesses RE: pro bono services
- Individuals who have volunteered at similar events in your community (e.g. an auctioneer; member of a service club, etc.)
- Local companies that might be willing to organize their employees to assist with your event as a corporate initiative

3. Screening and Confirming A Commitment

Screen each potential volunteer:

1. Create short-lists of volunteers in each job category
2. Develop screen process and documentation*
3. Interview each volunteer applicant and capture information from all interviews*

Determine appropriate roles for each volunteer

Contact each volunteer to inform them of their role

4. Follow-Up and Orientation

Effective follow-up communication and orientation can impact both an event's success and the volunteering experience. So be sure to:

Send volunteer confirmation:

Send an email or letter with all of the pertinent details of their commitment.*

Conduct volunteer orientation(s):

While orientation sessions will differ depending on the volunteer job tasks, you should provide training or orientation sessions for each group of volunteers.

