



TOP TEN TIPS FOR DEVELOPING A SUCCESSFUL CORPORATE VOLUNTEER PROGRAM

1. ESTABLISH OBJECTIVE
 - Set realistic 1-2 year goals
 - Should be clearly defined and communicated
 - Should be written in a way that allows for success to be measured
2. OBTAIN MANAGEMENT SUPPORT
 - Senior management and all staff must believe in the mission of the program
 - Be able to provide the business case
 - Communicate management-endorsed policy to all employees
3. SURVEY THE COMMUNITY
 - What needs and opportunities for volunteering exist in the community?
 - What unique skills does your company have to fill those needs?
4. SURVEY EMPLOYEES
 - Find out what co-workers have to offer or are already doing
 - Find out what employees would like a volunteer program to look like
 - What are employees interest areas?
5. DECIDE HOW YOU WANT THE PROGRAM TO FUNCTION
 - Build program on employee interests
 - Find the right volunteer program model for your company
6. ESTABLISH A WORKING RELATIONSHIP WITH THE VOLUNTEER CENTER IN YOUR AREA
 - Volunteer Centers can help you identify opportunities in the community and provide support
7. IDENTIFY WHO WILL RUN THE PROGRAM AND THE APPROPRIATE SKILLS
 - Is it located in community relations, public affairs, human resources, communications, pr, consumer affairs?
 - The person will need excellent communication skills and the ability to work with people at all levels
8. CREATE AN ENVIRONMENT THAT SUPPORTS VOLUNTEERISM
 - Distribute policy to all
 - Create a network of support
 - Create visibility for the program
 - Start a recognition program
9. ESTABLISH A BUDGET
 - Plan budget accurately
10. RECRUIT VOLUNTEERS ONLY WHEN PROGRAM IS READY