

## SETTING UP AN EMPLOYEE VOLUNTEERING PROGRAM

### QUESTIONS TO CONSIDER:



#### Is corporate volunteering a good fit for your business?

The employee volunteering program must align with the mission, values, and goals of the business.

Positive engagement and support for the program is essential, as it needs to be sought from all levels of the business.



#### Who will organise the program?

For smaller organisations, an employee who is eager to be involved and has the capacity within their current role would be ideal.

For larger organisations, you may want to consider having the HR or social investment department running the Employee Volunteering Program.



#### How much volunteering will be undertaken?

Many businesses provide their employees with 1 to 2 days of volunteering leave per year, an average of 8 to 12 hours of volunteering per year.



#### What are your employees' interests?

Consultation with your employees is recommended to determine which organisation they wish to support through volunteering. This could be one-off support or an ongoing basis.

Alternatively, the business and employees may decide to support a wide range of organisations on their volunteering days.



#### How will you promote the program?

Once established, the success of the program and outcomes achieved should be communicated to internal and external stakeholders.

Regular communication on employee volunteering can build awareness. Examples of ways to achieve this could include newsletters, team meetings, noticeboards, website and social media.



#### Is external help available?

If a business needs assistance to coordinate, manage, and evaluate the program, consider outsourcing the facilitation and management of volunteering activities. State and Territory peak bodies for Volunteering have been running corporate volunteering programs for several years.

### TIPS ON GETTING STARTED:



Decide on a not-for-profit or community organisation for your company to volunteer with.



Allocate a budget to the project/program. Certain costs are involved to complete the project such as a service fee to host corporate volunteers, materials, catering and transport.



Organise insurance. It's recommended that your company's workers compensation extends to cover employees in volunteering activities, as they can often be hands-on.



Make sure you conduct a risk assessment of the activity before you send your employees there to volunteer.

## HOW OTHER BUSINESSES ARE DOING CORPORATE VOLUNTEERING

Bankwest employees are given sixteen hours of Volunteering Leave per year and Woodside employees are given one full day or twelve hours over the year

### TEAM-BASED VOLUNTEERING



### SKILLS-BASED VOLUNTEERING



## DEVELOP, SUPPORT, SUSTAIN AND IMPROVE YOUR PROGRAM

### HOW TO DEVELOP A PROJECT WITH A COMMUNITY ORGANISATION:



- Step 1.** Meet with the community organisation to scope activity.
- Step 2.** Discuss insurance with community organisation.
- Step 3.** Ensure a representative from the community organisation oversees the project.
- Step 4.** Conduct a site visit and risk assessment prior to the day.
- Step 5.** Ensure the necessary materials, tools and equipment are allocated prior to the day.
- Step 6.** Discuss potential promotional opportunities and receive image release consent from all participants.
- Step 7.** Decide who will develop an evaluation strategy and collect feedback to ensure improvements in the future.
- Step 8.** Share photos on social media to communicate the success of the volunteering project to fellow staff members.

### HOW TO SUSTAIN?

#### Plan for Succession



Ensure new staff members maintain and build on effective systems, experience and knowledge already in place.

#### Adapt



Continuously improve the program by meeting the needs of the business and community.

#### Spread the good news



Record, communicate and recognise your employees' achievements in volunteering.

### SUPPORT

Volunteering WA, along with other State and Territory peak bodies for volunteering offer specialist corporate volunteering services to help your business:

- ✓ Clarify your volunteering vision, goals and policy
- ✓ Understand what commitment your business can make
- ✓ Plan volunteering events and take care of logistics
- ✓ Establish an ongoing employee volunteering programs
- ✓ Build partnerships with community groups

### HOW TO IMPROVE:

#### Strive for best practice.

Consider benchmarking your business against other companies in the area of employee volunteering.

#### Collect feedback.

Evaluate the impact of the employee volunteering program on your employees and the community organisations involved.

#### Keep track.

It is vital to assess the level of participation, involvement and interest from your employees with volunteering.