

Corporate Volunteer Program Building: Checklist at a Glance

Corporate volunteering is very rewarding for all parties involved: the company, the community, and the volunteers. However, a program cannot be built overnight. A great deal of planning, organization, and communication must take place before a program can be implemented.

Here is a brief checklist to help guide the development of a corporate volunteer program:

- Get management support to start
- Survey employees
- Submit proposal
- Assign department to manage program
- Assemble volunteer committee if needed
- Identify community partners
- Investigate liability issues
- Organize projects
- Recruit employee volunteers
- Sustain commitment to community
- Tie in community affairs goals with overall company business plan
- Develop new opportunities
- Explore partnerships
- Evaluate impact