

## Team Volunteering

Rather than spending large amounts of money on a conventional team building day, your company can connect with and volunteer to help the local community!

Team volunteering in the community provides both you and your team with loads of benefits:

- It's low cost
- Everyone who takes part will have a great sense of achievement
- This is a real team building experience, impossible to replicate in the classroom
- It's an excellent public relations opportunity.

This guide will help you through the process and make sure that you get the quality experience you're looking for.

### Before you start

Before you start looking for a team volunteering opportunity it is important to think about:

How many people are in the team	How much time you have
Where and when you want to volunteer	What type of activities would you like to take part in
Organisations or sectors you'd like to help	Does it need to be in office hours or can you give time off in lieu

### Choosing a project

- **The size of your team will affect the sort of activity you can take part in.** A team of 10 or less people will have more options than one with 30+.
- **Is it important for all of the team to be in the same place?** A larger group can be divided into the sub-teams taking part in different aspects of the project while working towards a common goal.
- **Activities can typically last half a day, one or two days.** Longer commitments are possible too. You will have to plan in advance, even for a shorter activity so factor this into your time commitment.
- **Often projects need doing but an organisation has no budget for materials.** Your company could provide the resources to make this project happen! You may have a

budget to pay for these materials, or your team could look into sourcing third party donations and organising fundraising events.

### Safety & Insurance

- **The safety of the team when undertaking a project is paramount.** Talk to the organisation you are volunteering with to make sure that any equipment supplied is safe, and PPE is provided.
- **Your team will not be expected to have specialist skills.** You may have useful DIY skills but it is unrealistic to expect teams to rewire electrics, for example. Make sure you don't agree to work that you cannot complete safely and within the skill set of the volunteers.
- **Any organisation engaging volunteers must provide suitable insurance cover.** You should check with the organisation that they have volunteer's insurance in place for one off volunteering events.

### Success is in the detail

- **You might want to visit the project first to check out what you'll be doing.** This is a good chance to meet an organisation, find out how to get to site and consider what materials you might need to get hold of.
- **It adds loads of value to the activity if you can arrange for the host organisation to provide an introduction to the project** on the day of volunteering, a tour of the site and maybe even a chance to meet beneficiaries or other volunteers. Arrange this with the organisation before the day.
- **A quick induction to the activity by the organisation will help put people at ease.** Members of the team may be nervous about taking part in the activity, working in specific environments or with certain groups.
- **Make sure that you have exchanged full contact details** with the organisation in case of any last minute changes.
- **The organisation for which you are volunteering should be able to supply you with refreshments.** If this is not possible, you may want to look into arranging catering for your team, or encourage them to bring their own.

### What to do next

- You can view the list of one-off/event/team opportunities on our website. If you cannot see something that you are interested in, get in touch.
- We can advertise the skill set/availability of your team to our network of community groups, across Glasgow, via our regular email bulletins.
- Use the checklist overleaf to help you plan a successful team volunteering opportunity!
- If you do not have the capacity to plan your Team Volunteering activity, we can help. We will need to charge you an appropriate fee to cover our costs so please contact us on 0141 226 3431 or [info@volunteerglasgow.org](mailto:info@volunteerglasgow.org) to discuss your requirements.

### **Team Volunteering Checklist**

Use this handy checklist to make sure that you have everything in place for your Team Volunteering opportunity.

- I have contact details for the organisation.
- I have shared my contact details with the organisation.
- The number of volunteers on our team is confirmed.
- All volunteers have been provided with details of the organisation's aims/work.
- The date for the event has been agreed.
- The starting time for the event has been agreed.
- The organisation has volunteer insurance cover for the event in place.
- A health and safety risk assessment has been completed, agreed and shared.
- Required materials have been identified.
- We have agreed who will provide the materials.
- Refreshments are organised.
- The publicity strategy (if applicable) is agreed.
- Any special information/induction has been given to the team.

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