

national day
of
volunteering
www.volunteer.ie



volunteer centres

Ionaid d'Oibrí Deonacha na hÉireann

IRELAND

Getting involved in the The National Day of Volunteering

Step by Step Guide

for Voluteer Involving Organisation



1. Contact your local Volunteer Centre

- You can do this by logging on to www.volunteer.ie to find your nearest centre or calling 01 7994519 to let us know your organisation is interested in getting involved
- Appoint a designated representative to liaise with the Volunteer Centre and potential volunteers

2. Identify the Volunteer Opportunity within your Organisation

- How can volunteers help your organisation or community on the National Day of Volunteering?
- Define the tasks, taking into consideration the skills, ages and abilities needed
- Identify how many volunteers will be required
- Determine the logistics: locations, supplies and materials, transportation, snacks or lunch and insurance

3. Register the Volunteer Opportunity

- Contact your local Volunteer Centre or register on www.volunteer.ie
- Your volunteer opportunity will then be placed on the Opportunities Database and accessible to all those seeking to make a difference by getting involved in the National Day of Volunteering

4. Volunteer Placement

- When suitable volunteers have been confirmed to fill your volunteer opportunity, your local Volunteer Centre will send you their names and contact details
- Contact the volunteers or volunteer group leader to arrange an orientation session to confirm logistics and allocate tasks to the volunteers. This orientation should ideally be undertaken before the day itself

5. On the National Day of Volunteering

- Be sure all the supplies needed are available before you begin
- Make sure all volunteers know what they doing
 - Who does prep work and who does cleanup? When?
- Thank everyone involved

6. Publicise your Organisation's Involvement

- Use your organisation's involvement in the National Day of Volunteering to publicise the good work you do and the services your organisation provides
- Tell everyone! Send details of your involvement to your local newspaper and radio stations along with pictures from the day or in the run up to it. Invite local dignitaries or celebrities associated with the organisation to get involved too
- Download our sample Press Kit on www.volunteer.ie

7. Don't forget to evaluate your organisation's National Day of Volunteering project.

Download our sample evaluation form and be sure to let us know what your experience was and any lessons learned!

8. Have Fun!

