

## Group Project Tip Sheet

### Tips for Creating a Successful Volunteer Group Project:

- Fill out the 'Recurring Volunteer Opportunities for Groups' form as completely as possible. This information is given to school groups, families, corporate groups and individuals who wish to do one-day or short-term projects.
- Project should be able to accommodate at least 4 people (sometimes many more).
- Manual labor (especially working outside) or direct client contact is usually more appealing than office work.
- Allow room for group input in the planning of the project, especially for corporate groups.
- Have the project well planned from beginning to end, with a timeline that includes a training component.
- Make sure there is enough work for each group member to do. People who volunteer for one-day events usually want to work hard and be challenged.
- Provide written instructions in advance to the group contact person.
- Be enthusiastic and clear about what is to be expected during the project workday. Organized groups like to be prepared and do not like surprises.
- Keep in constant contact with the group after a commitment is made to help ensure a successful turnout.
- Have participants sign in with name and address and be sure to **ask** if they would like to know of future volunteer opportunities at your agency. Do not put them in your recruitment database unless they have indicated that they would be interested.
- Provide groups with information about the context in which they are working and the impact of their work, and with an opportunity to reflect together on the meaning of their work.
- Take pictures of the project day (if possible) and send copies after the project is over. This helps establish future relationships between you and the volunteers.
- Send a thank you note to each participant indicating the impact of the work done by the employees (i.e. "500 meals were served to individuals who would have otherwise gone hungry" or "a 70 foot trail was completed that will serve over 500 Park visitors a day").

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- When possible, include quotes from clients served or quotes from volunteers about their experience that day.
- Ask The Volunteer Center for help in creating a fun, meaningful group project!