

**Top Ten Community Service Projects or Group Volunteer Projects...
to Include in Your Next Conference, Incentive Trip or Team Building Activity.**

ON-SITE (at a hotel or conference center)

1. Paint colorful and inspiring murals and donate them to hospitals around the world through the Foundation for Hospital Art.
2. Put together fully stocked backpacks for “back to school” and donate them to a local non-profit that supports underprivileged children.
3. Put together bags of non-perishable food for the hungry and donate to a local food bank or homeless shelter to distribute.
4. Create necessity kits for a homeless shelter for teens with basic items like toothpaste, a comb, tissue, etc.
5. Collect donations from attendees like business suits, personalize them with a note of encouragement, and donate them to a local non-profit to distribute to people who are re-entering the work force.



OFF-Site (at a local non-profit, school or community center)

1. Beautify a local community center or school with a little fresh paint, a new garden or a quiet outdoor reading area.
2. Host a party and game night at a local senior center. Bring food and drink, play bingo and interact with seniors that need a little TLC.
3. Go to a local food bank and help in the distribution, packing and organization of food donations.
4. Partner with a local environmental cleanup organization for an outdoor beach or canyon cleanup.
5. Build benches, create mosaic stepping stones, build scare crows and plant vegetables at a local community garden.



NOTE: All projects require a financial investment in project supplies and a dedicated project manager to coordinate the project and organize the volunteers.



HOW TO MAKE IT HAPPEN?
GROUP VOLUNTEER PROJECT MANAGEMENT CHECK LIST

- Make some internal decisions about your volunteer project
 - Approximately how many volunteers will you have?
 - Choose a few dates that will work for your group and decide how many hours you want to volunteer.
 - Create a budget – It is very important to know what you can spend on project supplies.
- Make a list of the types of non-profits and causes that your group wants to support. Ask yourself some basic questions.
 - Does your group want to get outdoors or is an indoor project a better fit?
 - Does your group want to work one-on-one with people in the community?
 - Does your company prefer to align with “like-minded” organizations?
 - What is important to your organization... Environment? Health? Safety? Education?
- Assign a project manager, organize a committee, hire a vendor like the Hands on Network affiliates or Right Hand Events. If you are going to need to rely on the non-profit to manage the project with their staff make this clear in advance. Some charitable agencies are equipped to manage group projects and others simply do not have the resources.
- Contact the local non-profits that you would like to support and determine their current volunteer needs. Ask to speak with the Volunteer Coordinator or the person in charge of coordinating volunteers and/or donations.
 - You will want to share your company and group goals, your budget and all other pertinent information.
- Once you have found the right volunteer project make a Project Supplies List.
 - Include everything you will need to purchase (gloves, tools, pens, paper, bottled water, snacks, plants, paints, art supplies, cleaning supplies, etc).
 - Share this budget with the non-profit to make sure you are on the same page with expectations.
 - Some of these supplies may be considered a tax deductible donation.
- Get attendees to confirm - a simple registration website is preferable
 - Think about anticipated non-shows and walk in volunteers.
 - Create a plan to share the when, where and how with the volunteers.
 - Ask the recipient non-profit if they have a volunteer waiver that will need to be signed by volunteers.

GROUP VOLUNTEER PROJECT MANAGEMENT CHECK LIST (continued)

- Assess special skills within the group (i.e. skilled painters, carpenters, gardeners, artists) and try to make use of any skilled volunteers that arrive.
 - When possible allow volunteers to choose what they want to do.
- Define each volunteer task individually and write down instructions or “how-to” guidelines.
- Assign team leaders that can arrive a little early to help guide the smaller tasks, remind the volunteers to put quality over quantity, encourage the use of safety tips provided and stay to help clean up.
- Make arrangements for lunch, water, refreshments and work music if necessary
 - Keep your volunteers comfortable and hydrated.
 - Make sure the facility has adequate restrooms.
- Call local press to see if they are interested in running a news story like this one: (link to KUSI video)
- Get t-shirt designed and photography arranged - the shirt and photos are a great source of pride after the event!
- Clean up everything! This can take time so plan accordingly
 - Plan for a “dump run” if there will be a great deal of debris (gardening projects sometimes create this).
 - Plan a safe and legal way to dispose of paint and hazardous items.
 - If projects are not finished discuss this with the non-profit. Maybe the team leaders are able to come back the following weekend to finish up.
- Communicate clearly and openly with all parties involved. Make sure that you are the one to make sure the volunteer needs and the non-profits needs are met.
- Have fun! These events are some of the most rewarding events you will ever organize!



Need help planning a memorable volunteer project?

**Please call for a management proposal or hourly
consultation**

www.righthandevents.com

(619) 754-9490

