

Creating an Information Pack for Corporate Supporters



To enhance your corporate volunteering partnership you may wish to provide information on your organisation and its aims by explaining:

✚ Organisation details

- Mission and vision statement
- Information about your programs
- How the organisation is funded or how it raises money
- The number of staff employed with the organisation.
- Barriers to your service delivery/development

✚ How volunteers, in general, support the work of your organisation.

- How is the organisation and its clients supported by volunteers?
- How many volunteers do you normally have at any one time?
- What roles do they usually undertake?

✚ How corporate volunteers could be included into your programmes and the types of roles they might be able to undertake.

- Give examples of the types of projects you currently need them for.
- Do you have the capacity to take on teams? If so, how much planning and notice do you require?
- Are you willing to develop projects especially for a company?
- Do companies require a budget to work with your group?

✚ How you will manage the company's employees while they are undertaking volunteering duties for your organisation.

- What training will be required?
- If they require police checks will your organisation pay for this cost?
- Who will supervise them?

✚ How will the volunteering benefit the company;

- Benefits to the employees undertaking the volunteering (professional and personal)
- Benefits to the company (e.g. PR)

✚ Other ways that you can grow your relationship with a company.

- Can you offer to do a presentation to their employees telling them about your organisation?
- Can you include the company on your mailing-list/bulletins/events calendar

✚ Key contacts and your organisation's website address.