Use this template to help you plan an employee volunteer opportunity.   
It should resemble a volunteer role description.

Volunteer Organisation name:

About the Volunteer Organisation:

*What is the aim of your organisation? How do you make a difference?*

Volunteering activity:

*What specific tasks are you asking to be done? What will the volunteer shift or day look like?*

Facilities (toilets, refreshments, parking) / Accessibility (terrain / language barriers):

*You should always aim to make the above available.  
Think about the location of the volunteering and be honest on how accessible it is.*

Equipment (provided by organisation / needed by volunteers):

*It is reasonable to ask a business to bring their own everyday equipment for the task, like gloves or refuse bags, but always offer to arrange these if that’s not possible.  
If a higher amount or more specialist equipment or materials are needed, remember that funding for this could be a separate ask to businesses.*

Requirements:

*You should offer to provide a risk assessment and you should have appropriate insurance that covers any volunteer activities.  
Do you have any requirements for the business?*

Date, time and number of volunteers needed (approx if unknown):

*State if you can be flexible with dates, times and volunteer numbers so it can suit the business.*

Impact (what difference will the volunteering activity make):

*What makes this volunteer opportunity right for the business? How can they make an impact by giving their time to you?*