

## **Plan, plan, plan**

Planning is key to making volunteering work:

- It clarifies why you are involving volunteers, the benefits of involving volunteers and your reasons for getting volunteers involved.
- It allows you to look at your priorities, ensure that all volunteers are welcome and that opportunities are inclusive.
- It allows you time to consider your resources, values and capacity and to get as many people on board with the benefits of having volunteers.
- It identifies work areas you think will benefit most from volunteering, allows you to create clear volunteering roles and shows what you hope volunteers will gain from their experience with you.

The time you put into planning can save you time, money and stress, as it can set out the foundations on which you build your volunteer programme.

## **Questions to ask before you involve volunteers**

Careful planning is key to building a good foundation for involving volunteers. Below is a list of things to consider before recruitment:

- Think about your reasons for involving volunteers
- Is everyone in your organisation aware of plans to involve volunteers?
- Do you have the resources to adequately support volunteers?
- Have you budgeted the costs of involving volunteers such as training, DBS checks, out of pocket expenses, admin costs and staff costs for supervision?
- Are you able to provide roles that are rewarding for volunteers and meet the needs of the organisation?
- Have you considered any risks associated with involving volunteers?
- Is your insurance cover adequate?
- What policies and procedures do you already have that should be reviewed in light of involving volunteers?
- Do you need a volunteer policy?

## **When is it not appropriate to involve volunteers?**

- If it involves just doing the things that no-one else wants to do
- Volunteers are not a substitute for paid staff positions

## **Useful Links**

[www.ncvo.org.uk](http://www.ncvo.org.uk)

**For further information on volunteering  
Contact:**

Email: [get.involved@telford.gov.uk](mailto:get.involved@telford.gov.uk)

Tel: 01952 382133

[www.facebook.com/volunteertelford](https://www.facebook.com/volunteertelford)