



Working with Corporate Volunteers: Volunteerism

EURITA

International Rescue Committee
European Resettlement & Integration Technical Assistance



Volunteerism has become an essential element to corporations' corporate social responsibility initiatives. It is important for the organization to begin engaging companies in different ways.



How it benefits the organization

Engaging individuals from corporate employee volunteer programs can be beneficial by providing:

- A pool of skilled volunteers
- An increase of monetary grants or donations to the organization
- A new network for refugee clients
- A spotlight on the organization mission and programs



How it benefits corporations

According to the Points of Light Foundation, corporations invest in employee volunteer programs because:

- They want to contribute to their community
- It enhances the company's reputation, image, and philanthropic focus
- It demonstrates "good citizenship" to its consumers
- It helps recruit and retain employees
- It builds employee morale
- It allows for cross-department team building activities
- It allows employees to build new skills that can be useful to their job



Planning

When preparing to work with a company, a Volunteer Coordinator should:

- Work with staff on identifying volunteer opportunities
- Create an estimated budget if funds are needed for a volunteer project
- Ask for staff support for large-scale volunteer projects



Recruitment & Placement

Corporate employee volunteers can be recruited through:

- A meeting with a company's philanthropy department
- Having a table representing the organization at a company's volunteer fair
- Connecting with an existing volunteer who would like to engage their employer

After corporate employee volunteers have been recruited, they will have to follow certain procedures:

- For group one-day volunteer projects that require interaction with clients and confidential client files, a company's HR department will have to provide the organization with a letter certifying that their employees, who will be volunteering with the organization, have gone through a screening process.
- For ongoing volunteer projects, all company employees who will be volunteering with the organization for a long period of time must go through the routine checks and process.





Orientation & Training



Orientation and training can be provided through different formats for corporate employee volunteers:

- An individual corporate employee volunteer can attend an already scheduled orientation. The Volunteer Coordinator or staff can conduct a program specific training if needed.
- For groups of corporate employee volunteers, an orientation can be offered at the volunteer site for one-day volunteer projects, or at the company site before a volunteer project.
- Please have all groups fill out a sign-up sheet with name and email.

Support

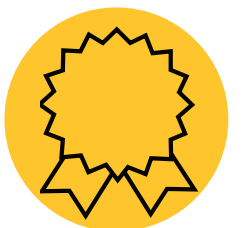


Corporate employee volunteers should be supported and recognized as volunteers. The same guidelines and activities from the Support stage will also apply to corporate employee volunteers.

Ways to recognize corporate employee volunteers:

- Highlight them and their company through the organization website and newsletters
- Invite them to special events
- Invite them to volunteer appreciation events

Post-Service



The same guidelines and activities from the Post-Service stage will also apply to corporate employee volunteers. For group corporate employee volunteers, use the “Group Feedback Survey” to receive their feedback about the volunteer project.



Examples of Corporate Employee Volunteer Opportunities

There are many ways to engage corporate volunteers in opportunities that can suit program needs. Below are a few examples of the types of opportunities that can be offered:

••••• Group Volunteer Opportunities

1. Job Readiness Workshop (can also be switched to a Financial Literacy Workshop)

Number of volunteers: 5-10

Time: One day, 4-hour session or shorter weekly sessions (1 hour) for a 4-week period

Description: A Volunteer Coordinator can work with a company to host a group of refugee clients at the company's or the organization's site and have employee volunteers assist the clients in searching for and attaining employment.

Volunteers can help the clients in the areas of: CV/Resume writing, Interviewing skills, Filling out job applications

2. Resettlement Day

Number of volunteers: 5-12

Time: One day (3-4 hours)

Description: A Volunteer Coordinator can work with a company to gather, deliver and arrange household items for a refugee family. The coordinator can provide a list of items to the company and work with them in gathering those items 2-3 weeks prior to resettlement day. On Resettlement Day, a group of employee volunteers can deliver the donations to the family.

3. Higher Education Prep Workshop

Number of volunteers: 10-20

Time: One day (3-4 hours)

Description: A Volunteer Coordinator can work with a company in engaging employee volunteers in helping refugee students get ready for higher education.

Volunteers can help the students: Fill out university applications, Learn time management skills, Learn interview skills

••••• Internal Volunteer Opportunities

4. Hosting a themed celebration for refugee clients

A company can host a themed celebration for refugee clients at their site. Employee volunteers can help with set-up, prep, and clean-up.

Common themed celebrations are:

- World Refugee Day
- Mother's Day lunch
- MaterniTEA: An afternoon tea for a group of expectant moms

5. Themed Kits

A company can put together kits that will benefit refugee clients such as:

- Welcome package (household items)
- School supply kits
- Winter care kits

www.eurita.org

EURITA

International Rescue Committee
European Resettlement & Integration Technical Assistance



IRC European Resettlement and Integration Technical Assistance (EURITA) This EURITA resource was developed by the International Rescue Committee and adapted for EURITA under an agreement financed by the United States Department of State and does not assume endorsement by the U.S. Federal Government.

