

10 Questions You Should Be Ready to Answer Before Hosting a Team of Volunteers

This preparation guide was inspired by BVU's Day of Service Project Planning Guide that is disseminated to team leaders for corporate Days of Service and participants in our Service Ambassador Program. These questions correlate directly with the trainings BVU provides to volunteer leaders in preparation for a team volunteer project and are considered best practice in our planning process. If a team of volunteers has been referred to your organization by BVU, expect that the team leader will have been coached to ask the questions below. Having the answers to these questions prepared in advance will make your Day of Service project planning process run smoothly and will give your volunteers a great first impression of your organization!

1. Who will be my point of contact leading up to and on the day of my project?
2. What kind of project will we be doing?
3. How will the work help accomplish your organization's mission?
4. What is the exact address where we will be volunteering and where should we meet?
5. What should we wear?
6. What materials/resources do we need to bring?
7. Where should we park?
8. If volunteering outside – Are restrooms available?
9. Is there access to potable water or an area for lunch/snacks? If so, where are they located?
10. Would a representative from your organization be available and willing to provide an introduction or orientation to your agency's mission and to our project?

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Visit our Online Resource Toolkit for Volunteer Managers at www.volunteercentral.net for more great resources!