

# IS THE ORGANISATION READY FOR VOLUNTEERS CHECKLIST

Ensure that you can answer the following considerations in planning for volunteer participation:

## 1. Physical Resources

1. What space you can provide for volunteers to work in?
2. What space can you provide as a tearoom?
3. Can the organisation provide the necessary equipment for the volunteer tasks?

## 2. Human Resources

1. Does the organisation have a volunteer who will take on the role of volunteer coordinator?
2. How many volunteers do you have with the ability to train, and the time to supervise, incoming volunteers?

## 3. Financial Resources

Does your organisation have the financial resources to pay for additional insurance, ongoing equipment costs, refreshments and rewards such as Christmas parties?

## 4. A 'welcoming culture'

1. Does your organisation have a welcoming culture and does it value the contribution of volunteers?
2. Does your organisation welcome fresh ideas, new people and input?