

## Skills Based Volunteerism Tool Kit

### Define the skill sets you have to offer to nonprofits.

Understand how flexible the team is as to what the end product will be, if they are open to including employees from other teams etc.

**Example:** I have a team of 5 Marketing and 2 strategy professionals that would like to volunteer to create a strategic plan for an organization (and if the employees desire to targeted organizations supporting specific issues like hunger or young women etc)

**Define an ideal time period** they would like to perform said service and know approximately **how many hours and what hours** volunteers would be available to work with nonprofit staff.

**Be clear on where** volunteers are willing to serve (geography) or if they would like to work virtually.

### Find the nonprofits needing service

- Tap into existing networks, check in with the local nonprofit aggregator (United Way in many communities, a local nonprofit association in others)
- Search for projects on LinkedIn
- Search TapRoot and CatchAFire

### Meet with the nonprofit

- Define the scope, end product and timeline of the project
- Determine the designated POC and their availability to manage the project
- Define where the work will be done, and other logistical expectations
- Be honest about capacity

### Meet as a team to determine fit of the project

- Designate a project leader
- Create a workplan, and have the nonprofit approve it
- Work collaboratively with the nonprofit and communicate regularly
- Keep to your timeline and if that is not possible, communicate that out to the partner

**Celebrate the project's completion!** Raise it up to team leaders! Tell the Foundation about it!

**Request a Volunteer grant for the nonprofit partner.**

**Evaluate your experience** either via a survey or orally with a summation. Ask the nonprofit to evaluate their experience. Track ways to improve the experience.

### Resources

<https://www.catchafire.org/>

<https://taprootfoundation.org/>

<https://www.capacitycommons.org/guidebook/evaluate/measure-your-impact/>

[Gannett Foundation: Site's EOD Google Form for Volunteer Project](#)

[Volunteer Survey for the Gannett Foundation](#)