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Pride 365 Volunteer Toolkit

The Volunteer Program Toolkit provides essential templates to help organisations develop, manage, and sustain effective volunteer programs. These templates are designed to streamline the process of establishing volunteer policies, partnering with community organizations, and tracking the impact of volunteer activities. By utilizing these resources, organizations can enhance employee engagement, support community initiatives, and promote a culture of inclusivity and social responsibility.

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****Volunteer Policy Template****

****Purpose:****

To outline the guidelines and expectations for employee participation in the volunteer program.

****Eligibility:****

All employees are eligible to participate in the volunteer program.

****Time Commitment:****

Employees are encouraged to volunteer for at least [number] hours per [month/quarter/year].

****Volunteer Opportunities:****

Volunteer opportunities will be provided in partnership with approved community organisations. Employees can choose from a variety of activities, including one-time events, ongoing commitments, and virtual options.

****Application Process:****

Employees interested in volunteering must complete the Volunteer Application Form and submit it to [designated person/department].

****Conduct:****

Volunteers are expected to adhere to the company's code of conduct and represent the organisation positively while volunteering.

****Recognition:****

Volunteers will be recognized through [awards, certificates, public recognition, etc.].

****Contact:****

For any questions or additional information, please contact [nameofdepartment] at [email/phone number].

Outlines volunteer guidelines and expectations; for HR departments or volunteer coordinators; distributed by HR managers or team leaders.

****Volunteer Application Form****

****Name:****

[First Name] [Last Name]

****Department:****

[Department Name]

****Email:****

[Email Address]

****Phone Number:****

[Phone Number]

****Preferred Volunteer Activities:****

One-time events

Ongoing commitments

Virtual options

Other: [Specify]

****Skills and Interests:****

[Please describe any relevant skills or interests you have that may be useful in volunteer activities.]

****Availability:****

[Please specify your availability for volunteering (e.g., weekdays, weekends, specific times).]

****Previous Volunteer Experience:****

[Please describe any previous volunteer experience you have.]

****Additional Comments:****

[Please provide any additional information or comments.]

Collects volunteer interest information; for employees interested in volunteering; distributed by HR departments or volunteer coordinators.





****Partner Agreement Template****

****This Agreement is made between [Company Name] and [Community Organisation Name].****

****Purpose:****

To establish a partnership to support community engagement and volunteer activities.

****Terms of Partnership:****

1. ****Duration:**** This partnership is valid from [start date] to [end date].

2. ****Responsibilities:****

- [Company Name] agrees to provide volunteers for activities organized by [Community Organisation Name].

- [Community Organisation Name] agrees to coordinate volunteer activities and provide necessary resources and support.

3. ****Communication:**** Both parties agree to maintain regular communication to ensure the success of volunteer activities.

4. ****Review:**** The partnership will be reviewed annually to assess its effectiveness and make necessary adjustments.

****Signatures:****

Formalizes community organization partnerships; for community organizations and company representatives; distributed by volunteer coordinators or CSR teams.



****Volunteer Opportunity Listing Template****

****Title:****

[Volunteer Opportunity Title]

****Description:****

[Provide a brief description of the volunteer opportunity.]

****Location:****

[Specify the location of the volunteer activity (in-person/virtual).]

****Date and Time:****

[Provide the date and time of the volunteer activity.]

****Responsibilities:****

[List the specific tasks and responsibilities of the volunteer(s).]

****Requirements:****

[Specify any requirements or qualifications needed for the volunteer opportunity.]

****Contact Information:****

[Provide contact information for employees to sign up or ask questions.]

Details volunteer opportunities and requirements; for employees seeking volunteer opportunities; distributed by HR departments or volunteer coordinators.





****Volunteer Feedback Form****

****Name:****

[First Name] [Last Name]

****Volunteer Opportunity:****

[Title of Volunteer Activity]

****Date of Activity:****

[Date]

****Feedback:****

1. ****Overall Experience:****

- Excellent
- Good
- Fair
- Poor

2. ****What did you enjoy most about this volunteer activity?***

- [Open-ended response]

3. ****What challenges did you face during this volunteer activity?***

- [Open-ended response]

4. ****How could this volunteer opportunity be improved?***

- [Open-ended response]

5. ****Additional Comments:****

- [Open-ended response]

Collects volunteer experience feedback; for participating employees; distributed by volunteer coordinators or HR departments.

****Impact Measurement Report Template****

****Volunteer Program:****

[Title of Volunteer Program]

****Reporting Period:****

[Specify the period covered by the report]

****Number of Volunteers:****

[Total number of volunteers who participated]

****Total Volunteer Hours:****

[Total number of volunteer hours contributed]

****Activities and Outcomes:****

1. ****Activity 1:****

- ****Description:**** [Brief description of the activity]
- ****Impact:**** [Details of the impact, including any metrics or feedback]

****Volunteer Feedback:****

[Summary of feedback received from volunteers]

****Community Feedback:****

[Summary of feedback received from community partners]

****Recommendations for Improvement:****

[Suggestions for enhancing the volunteer program]

Documents volunteer program impact and outcomes; for program evaluators; distributed by volunteer coordinators or CSR teams.