

Resources to Copy

Project Planning Worksheet

Description of task (one per sheet), **individual or group task:**

Desired outcome:

Estimated time and/or frequency required:

Is this a Key Element for:

Winning a campaign (name of campaign) _____

Implementing a program (name of program) _____ and/or

Sustaining the organization (fundraising, membership, etc.) _____

Deadline(s) for: reporting progress	Completing task:	Final reporting and evaluation
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Information, skills, materials, tools, space/facilities, and other requirements for completing the task	Responsibility	Notes

Five volunteers with potential skills and/or interest to match task:	Confirmed? Y/N and Date	Contact information for those confirmed (phone, email, address), availability, specific assignments, etc. – attach sheet of paper.
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	

Lead Responsibility Assigned to:

Where else to go for help, questions answered or feedback?

Status (dates, notes of all contact, reports, problems to address):

Volunteer Project Evaluation *

Project Description

On the scale of 0 to 5 where 0 is "not at all satisfied" and 5 is "extremely satisfied," please rate your satisfaction with the following elements of your volunteer experience by circling a number from 0 to 5. The higher the number, the more satisfied you are with the experience.

Not at all satisfied

Extremely satisfied

Overall satisfaction with your experience

0 1 2 3 4 5

Amount of follow-up and support received from your team leader

0 1 2 3 4 5

Quality of meetings and work sessions (Time well spent, adequate preparation, pleasant environment)

0 1 2 3 4 5

Degree to which everything you needed to complete the task was provided (Tools, information, training)

0 1 2 3 4 5

Degree to which commitments made to you were kept

0 1 2 3 4 5

Did you experience any problems or difficulties that we need to address in order to make your future volunteer experience better? (Please describe. Attach additional page if needed.)

If you would like to discuss your experience further, please write your name and phone number below and I will call you.

Name: _____

Telephone: () _____

Adapted from: *Volunteers: How to Get Them, How to Keep Them* ©1999 Helen Little

Name / Member:

Preferences for Volunteer Activities* (2 pages)

I've checked each of the skills and resources I may be willing to make available to the organization at least once during the coming year:

- Making arrangements for meetings.
- Being a facilitator at a meeting
- Being a note-taker at a meeting
- Providing refreshments for a meeting
- Providing childcare for other member families during a meeting or event
- Conducting research.
- Contributing to a community service project.
- Desktop publishing, graphic design.
- Donating printing of materials (brochures, newsletters, posters).
- Writing or editing articles for newsletters.
- Helping with newsletter mailings.
- Hosting prospective members at breakfasts.
- Introducing a speaker.
- Maintaining membership database, printing labels, mailing renewals.
- Monitoring governmental or regulatory activities in my home district.
- Serving as a panel member for panel discussion.
- Telephoning prospective members to invite them to meetings.
- Telephoning prospects after they have attended a meeting.
- Use of my business for a chapter meeting.
- Use of my home for a chapter meeting.
- Working registration or other assignments at an event.
- Providing entertainment at an event.
- Speaking at a meeting on the following topic(s): _____

Conducting a workshop on the follow topic(s): _____

Other: _____

I'm interested in being more involved in the following areas. I've checked all that interest me.

- Campaigns
- Committees
- Community service projects
- Computer, database, website and technology projects
- Corporate sponsorships/fundraising
- Financial planning, budgeting, accounting, audits
- Government relations/regulatory

- Marketing/PR/Sales
- Meeting and event planning
- Membership
- Newsletter

I might consider making some of my time available:

- A set number of hours per week
- A set number of hours per month
- Other (i.e. during summer or winter school vacation,
a set number of hours in the next month or two, or other possibilities:

- Please consider me for one-time or occasional volunteer opportunities
- Please consider me for volunteer opportunities that I can do from home
- Please consider my family for family volunteer opportunities (when children are welcome as part
of the volunteer effort along with their parents)

Best day(s) of week for volunteer work (check all that apply):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Best time of day for volunteer work (check all that apply):

- Before 8:00 a.m.
- 8:00 to 10:00 a.m.
- 10:00 to 12:00 noon
- 12:00 to 2:00 p.m.
- 2:00 to 4:00 p.m.
- 4:00 to 6:00 p.m.
- 6:00 to 8:00 p.m.
- 8:00 to 10:00 p.m.

Other considerations or special requirements that we should know about: