

GUIDELINES FOR VOLUNTEERS WHEN PLANNING PROJECTS

I Planning Your Project:

When planning a project, be specific about the following:

- a) What is the project goal? (i.e. raise money, awareness, publicity, increase adoptions, recruit volunteers, etc.) _____
- b) What is the timeframe from beginning to end? _____
- c) Who will participate in this project (O volunteers, O media, O businesses)? _____
- d) Who will oversee the project and coordinate all aspects? _____
- e) How many volunteers are needed / how will you recruit them? _____
- f) What help / cooperation will be needed from the staff? _____
- g) Who will handle the publicity? _____
- h) Are there any costs? _____
- i) Does this project require Board Approval and/or participation? O Yes O No If so, a detailed request must be submitted as an agenda item at least 1 week in advance of monthly BOD meetings.

II Communication with Shelter Participants

If, after reviewing the above criteria, discuss project details with other volunteers, and attendees ideally at the monthly volunteer meeting. Remember that the staff and/or Board cannot be expected to do most of the work. You will have to check with all person(s) before you proceed.

III Implementation

- a) Delegate to your co-workers, and make sure everyone knows what he or she is to do; when, and what the person will need to complete his/her part.
- b) Make sure the staff knows about the project so they can field questions and direct calls.
- c) Have all your materials together and readily accessible.
- d) Consider taking a few photographs for use on the website and in mailers.

IV Completing the Project

- a) Make sure you know who will turn in any funds raised and to whom at the shelter _____
- b) Take time to give a report at the next volunteer meeting about the project -- what went well, and what you would do the next time. This report can also serve as information for the website and newsletters.

Additional Notes: _____

Project Title / Overview: _____

Submitted by: _____ Date: _____

Reviewed and Approved by: _____ Date _____