

## **BE CORPORATE VOLUNTEER READY**

### **FAQs for VIOs (volunteer involving organisations)**

**Q: Is there a fee for a VIO member of Volunteering SA&NT (VSA&NT) to access the Corporate Volunteering (CV) Program?**

A: Access to the CV is free for current VIO financial members of VSA&NT.

**Q: How can my VIO participate in VSA&NT's CV?**

A: VIOs must undertake a Be Corporate Volunteer Ready checklist to ensure they are ready to access corporate volunteers before they can participate in the program.

**Q: Why does VSA&NT refer to corporate volunteering as experiences?**

A: VSA&NT promotes corporate volunteering as an experience as opposed to an opportunity. It is giving the participants a taste of volunteering with many different roles and opportunities.

**Q: When do corporates usually want to volunteer?**

A: Currently, corporate volunteers are only available on weekdays, and preferably between the hours of 8am and 5pm.

**Q: Are these volunteering experiences on-going or one-off, and how often do corporates volunteer?**

A: These are one-off experiences only, as most workforces usually receive 1-2 days off per year to corporate volunteer. Once you have corporate volunteers volunteering for your VIO, it is up to your organisation to build a relationship and create ongoing partnerships.

**Q: What key tasks must be undertaken regularly by a VIO when participating in the program?**

A:

- Lodge current volunteer insurance policies each year with VSA&NT
- Undertake regular risk assessments of areas where corporate volunteers will work, take breaks etc – and lodge them with VSA&NT.

**Q: What is the process once a corporate has been matched to a VIO?**

A: Once a corporate has identified the experience/s, VSA&NT then undertake the following.

- An e-introduction between the chosen VIO and the corporate.
- Ensures all insurances are in place.
- Ensures all risk management forms are updated and in place.
- Works with the VIO and corporate to promote the workforce volunteering experience and the corporate's Corporate Social Responsibility program.

**Q: What are some ideas or types of experiences VIOs could offer?**

A:

- Aged Care settings – games, reading, listening, biographers
- Art Gallery exhibitions – set up of
- Community House or office maintenance
- Community or VIO garden maintenance
- Conservation – ie clearing walking trails, planting seedlings or tress
- Disaster relief – ie clearing areas etc
- Events (one off)
- Fund raising – ie Collection appeals such as badge days in Adelaide
- Libraries – clean ups, book sorting etc
- New Arrivals – teaching English, helping to assimilate into the South Australian community
- Packing info or gift bags for events, conferences, expos etc
- Skilled volunteering – passing on skills to VIO staff such as IT, social media, marketing etc
- Soup kitchen support
- Sporting Events (one-off)
- Sorting and packing of warehouses and food hampers etc.

The list is endless – so please think about the ways in which corporate volunteers can support your organisation.

**Q: Is the program available across South Australia?**

A: Not at this stage. The CV currently covers metropolitan Adelaide. VSA&NT will expand the CV into the regions once we determine if there is a need, and when we have businesses and corporates in regions wanting to participate.

VSA&NT Corporate Volunteering Program has a volunteer who can liaise directly with your organisation via email and phone, to ensure that it you are **Corporate Volunteer Ready**.

If your organisation would like to book a time on Thursdays to liaise with this volunteer or if you would like to register to include your organisations' on our corporate volunteering experiences spreadsheet, please email [business@volunteeringsa-nt.org.au](mailto:business@volunteeringsa-nt.org.au)