# Planning Successful Volunteer Events Planning Guide

Get Connected
by galaxy digital

# Planning Successful Volunteer Events: Building a Framework for Your Next Day of Service

Planning a successful service day requires striking a balance between projects your program needs support with + creating an organized and memorable volunteer experience. In between, is a lot of planning, process, and partnership building. Use this guide to evaluate your Volunteer Event planning
.

✓ **Evaluate your current service day process**

✓ **Clearly define the goals you have for your days of service**

✓ **Cultivate processes + tools to streamline service day event management**

# Evaluate your current service day process

List out the days of service + projects your organization has hosted or has upcoming.

_____

Which days of service have been the most successful for our organization (completed projects + engaging volunteer experience)?

_____

What are our greatest challenges in hosting days of service at our organization?

_____

Do we have a repeatable process for engaging teams or groups of volunteers in days of service?

_____

# Cultivate processes + tools to streamline service day event management

What is our current process for working with groups of volunteers for our volunteer events?

_____

Do we have a system for collecting volunteer information (for example: liability waivers, t-shirt sizes, emergency contact, email addresses)?

_____

Do we have a repeatable framework for the itinerary of our days of service? Can we develop this

_____

What tools am I currently using to support my day of service efforts?

_____

What can I do to use them more fully + effectively? What other tools do I need to help organize groups + teams of volunteers?

_____

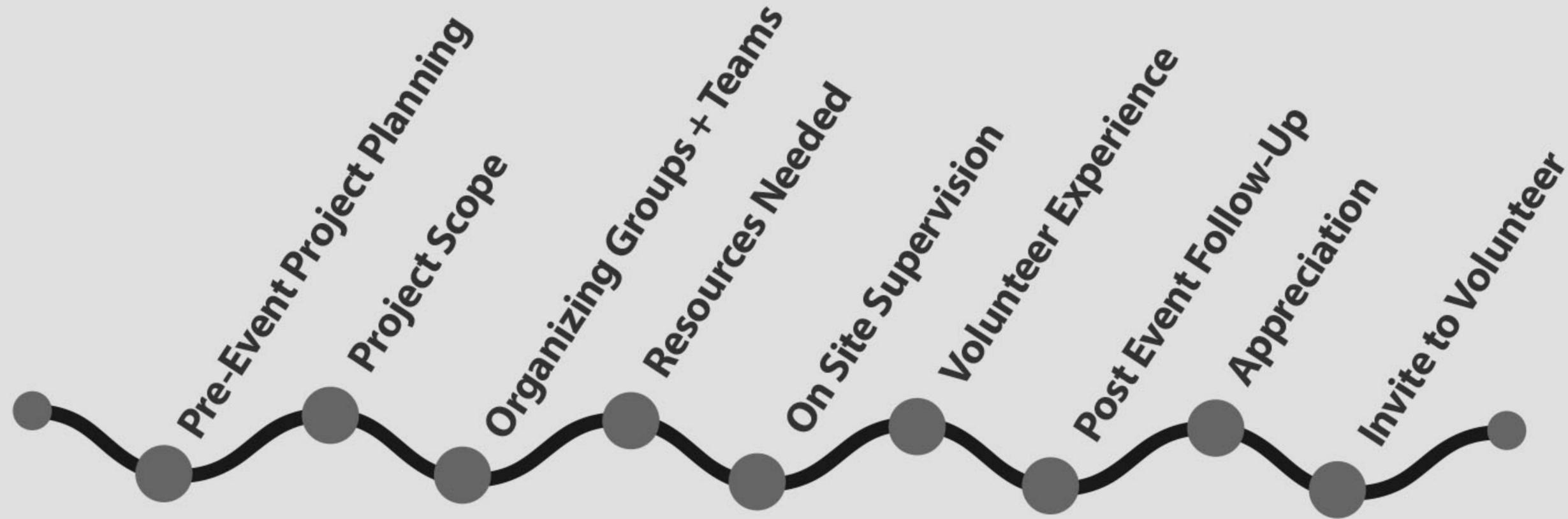# Clearly define the goals you have for your days of service

Do we have a list + clear view of the projects we'd like to work with groups on for a service day?

_____

Where are our goals focused on for our days of service? (community partnership, sponsored corporate volunteer event, project progress, specialized skills)

_____

What are the best case scenario outcomes as we envision them from hosting a day of service?

_____

Take some time to write out a clear goal + objective for your day of service framework.

_____

# Bring It All Together

Pre-Event Project Planning

Project Scope

Organizing Groups + Teams

Resources Needed

On Site Supervision

Volunteer Experience

Post Event Follow-Up

Appreciation

Invite to Volunteer

**Head to our Learning Center for Volunteer Leaders to access bonus resources on volunteer management tools + how-tos on organizing volunteers and making an impact!**