



Microvolunteering

Planning Guide



Components of Microvolunteering

Here are some guiding principles to consider when creating microvolunteering opportunities. Take a look!

Small tasks within
larger projects

Time flexible options

Complete without
supervision

Sign up + onboarding
can be done remotely

Training is minimal or
unnecessary

**Full volunteer
experience** can be
completed remotely or
independently

Examples of Microvolunteering:

- document editing
 - translating
 - phone calls
 - social media sharing
 - video creation + editing
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Identify a project



First, you'll choose a specific project or program. Choose one with a lot of moving pieces and components to evaluate for Microvolunteerism Opportunities.



Next, you'll need to create a list of all the tasks involved in this project where volunteer time is used.



Finally, you'll evaluate each task using the Microvolunteerism Checklist



Microvolunteering Checklist

Can you answer YES to each of these questions?



Evaluate each task to determine whether it will make a great microvolunteering opportunity!

Can this task be completed in 5 minutes to 1 hour?

Can this task be done without extensive onboarding?

Can this task be done without extensive training?

Can this task be completed independently?

Can this task be completed with minimal or no tools + resources?



Project Name: Awareness Campaign

Example Project

| Volunteer Tasks | | Time | Onboard | Training | Independent | Resources | Notes |
|-------------------------------------|------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Distribute Posters | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| <input type="checkbox"/> | Social Media Posts | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Needs access to accounts</u> |
| <input checked="" type="checkbox"/> | Social Media Re-Shares | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Needs written instructions</u> |
| <input type="checkbox"/> | Phone Calls | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Requires training/onboarding</u> |
| <input checked="" type="checkbox"/> | Poster Design | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Outreach to design students</u> |
| <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Project Name: _____

Volunteer Tasks

[illegible]

Time

Onboard

Training

Independent

Resources

Notes

[illegible]

Complete Evaluation



Evaluate each task with the checklist.



If you can answer YES to each question, then this task can become a Microvolunteerism opportunity!



If you answer NO to one or more, is there a way to adapt this part of the process so that the task can be completed as a Microvolunteerism opportunity?

Managing Microvolunteerism

Consider the unique needs microvolunteerism presents to your systems. Addressing these early on will support your microvolunteerism program in making an impact!

Listing the opportunity:

- easy to find on your website
 - clear call-to-action
 - ease of sign up
 - immediately accessible
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Managing microvolunteers:

- streamline sign up process
 - utilize tech
 - tracking/reporting through volunteer app
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Communications:

- shareable on social media
 - reach out to lapsed volunteers
 - share in your newsletter
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