

Virtual Volunteerism Planning Guide



 Get Connected
by galaxy digital



Getting Started with Virtual Volunteerism



- 1. Do you have any Virtual, Remote, or Microvolunteerism Opportunities?**
- 2. If no, can you identify new roles to utilize virtual, remote, or micro volunteers?**
- 3. Do you have online opportunity descriptions, registration, and training?**
- 4. Do you have systems in place to allow for these completed independently?**
- 5. Do you have the engagement tools you need to retain these volunteers?**

Brainstorm Volunteer Roles



Is there an opportunity to include digital support for administrative tasks?



Do you have a social media ambassador program or another way for volunteers to support spreading the word about your program?



Are there activities that could be done remotely? Such as donation collections + drop-offs?



Evaluating Your Current + Prospective
Virtual, Remote + Microvolunteerism
Opportunities

Volunteer Opportunity

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Website
Description

Registration
Online

Qualifications/
Training

Tools
Provided

Check-
In/Follow-Up

Notes

Managing Virtual + Remote Volunteers

Consider the unique needs of your Remote + Virtual Volunteer Opportunities. Address these pro-actively for a smoother flow between virtual, remote, hybrid, and microvolunteerism programs.

Listing the opportunity:

- volunteer website
 - easy to find on your website
 - accurate descriptions of qualifications, opportunity commitment, training, + volunteering process
-

Managing Virtual Volunteers:

- online registration
 - clear + accessible training
 - plan for regular communications (follow up, additional training, appreciation)
-

Communications:

- email
 - video call
 - text reminders
 - social media
 - hybrid events
 - create a calendar for outreach
-

Example Engagement Calendar for Remote Volunteers

Plan out your engagement touch points throughout the month to ensure your remote volunteers feel connected!

	Livestream Promo on Social	Coffee Chat Remote Tutors		
Email Remote Tutors			Hybrid Volunteer Thank You Dinner	
		Coffee Chat Remote Tutors		
Email Remote Tutors				Training Remote Tutors
Thank You Cards for Remote Tutors		Coffee Chat Remote Tutors		

Engagement Calendar for Remote Volunteers

Create your own engagement calendar to ensure your remote volunteers feel connected to your organization, your cause, and your community!
