



EPSEV Workshop and Networking Event
13th and 20th May 2011

Handout 4

Checklist for Setting Up and Managing your Corporate Volunteering Programme

Stage 1 – Finding your partner(s)

- Research potential partners and their capacity to work with you
- Assess priorities and how a partnership could support these
- Develop your case for working in partnership
- Identify potential partners and agree how best to approach them
- Assess what these partners can offer you
- Look at the principles of partnership working; assess how the partnership can:
 - Work to achieve mutual benefit
 - Share success and agree common goals
 - Recognise and respect each other
 - Value each other's contribution
 - Share vision and information
 - Build trust

Stage 2 – Planning

- Clarify and define purpose and objectives of the project(s)
- Identify the resources required by the NGO (will the one company support this or will other companies need to join the partnership)
- Build your plan
- Make your approach
- Begin to agree objectives, roles, responsibilities and expectations
- Develop a partnership agreement

Stage 3 – Implementation

- Convene regular meetings with clear agendas, action points and review
- Ensure all partners keep in contact and work towards established outcomes
- Establish regular cycle of reporting in order to check progress, set and review targets and provide updates (within and outside the partnership)
- Provide regular updates on progress if the partnership does not meet regularly
- Keep communication open at all times
- Credit all partners in publicity, publications etc

Stage 4 – Review

- Clarifying strategies for obtaining future funding and resources
- Organising recognition events to celebrate what has been achieved
- Monitoring, reviewing and reporting on outcomes
- Keep partners informed of potential and new developments and further opportunities for support
- Organise a yearly event to celebrate achievements, keep partners enthused, and communicate outside the partnership and to potential new supporters



'Europe for Citizens' Programme