



How to Plan a Volunteer Workday

1. Determine the two lead volunteer organizers. Having two people involved allows for redundancy if something comes up for the other lead organizer. It also shares the responsibility, provides another person to brainstorm with and someone to double check items with. As volunteers there is always opportunity for other aspects of our lives to come-up expectantly. Working with another person allows you to step back if need be without the project being put on hold.
2. Recruit your implementation team. Determine how many people you will need and what skills/attributes required. Draw from chapter executives, chapter members, community groups, interested volunteers. Things to consider:
 - Having too few volunteers can lead to long days or unexpected follow-up workdays.
 - Having too many volunteers can lead to frustrated volunteers who don't return to volunteer again. When volunteers (like yourselves) dedicate driving time and precious free time for an event, it is very disappointing if you aren't needed and don't get to participate once you arrive.
 - If only one or two people can do a specific required task, it can lead to a lot of wait time for the other volunteers. Consider if the volunteers that have been required have the right balance of required skills.
3. Send out a call for volunteers two to four weeks in advance. Contact TUC staff for assistance with social media or e-mail communications if required. In the call describe:
 - the purpose of the work day (why it is worth their time)
 - what tasks they will be asked to complete
 - date, time, location
 - what they should wear
 - RSVP deadline
 - call for materials/equipment that you need to run the work day and currently don't have access to.

This is a space to set clear expectations, so volunteers understand what they are getting to and aren't surprised on the day of the workday.

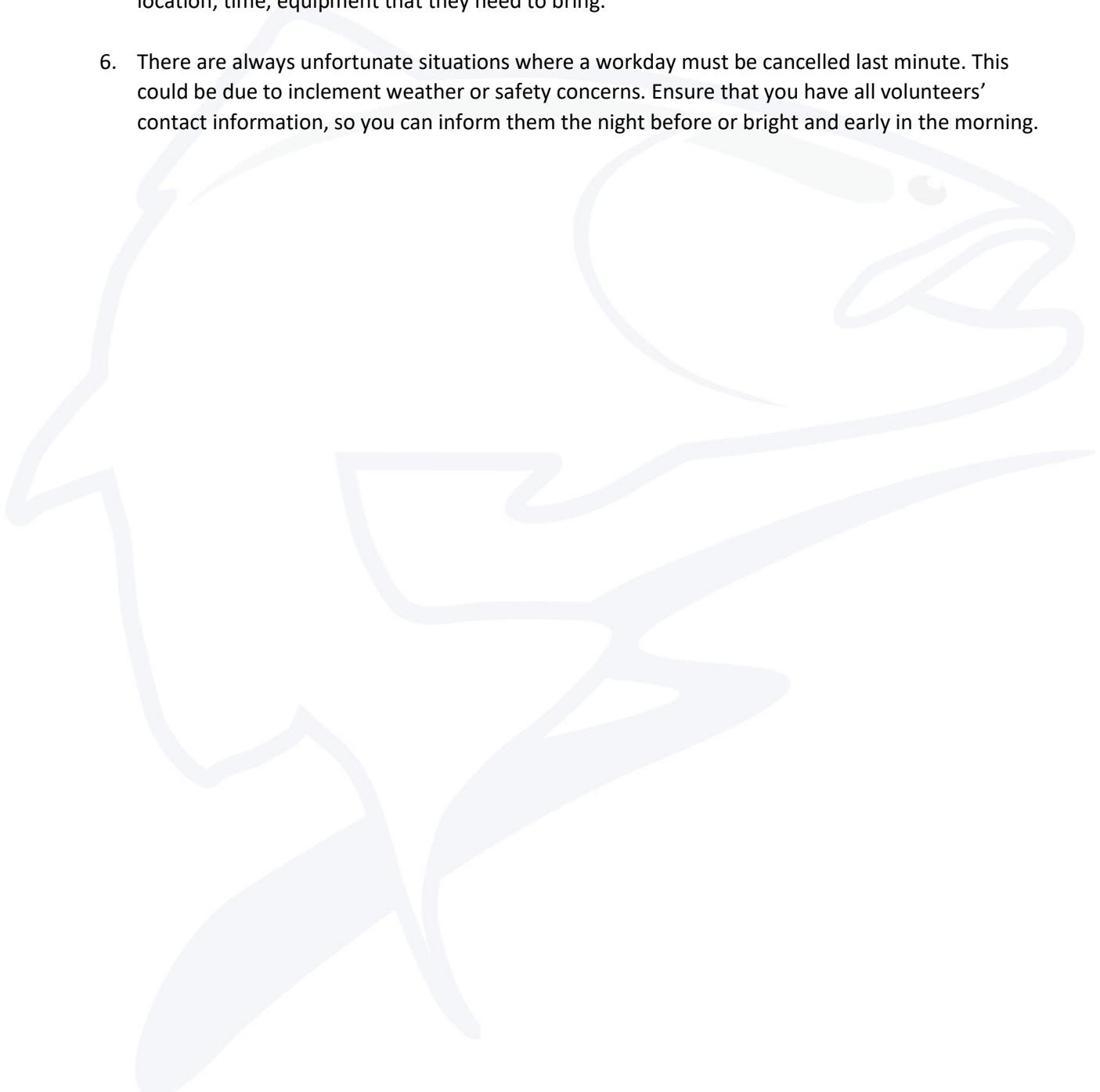
Remember all volunteers are not created equal! Get to know your volunteers and be cautious if you don't have previous experience working with them. Sometimes volunteers don't show up that RSVP, sometimes volunteers must cancel last minute, sometimes volunteers forget equipment that they said they would bring. Incorporate redundancies so you are not left high and dry OR not able to implement your work day.
4. Use an existing check list to make sure that you have all the supplies/equipment you need. Talk to those who have completed similar workdays previously and double check your list. Consider creating a workday kit. See example workday supply list for the type of project you are implementing.

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5. Send a reminder e-mail to volunteers who RSVP'd two days before the workday. Confirm location, time, equipment that they need to bring.
6. There are always unfortunate situations where a workday must be cancelled last minute. This could be due to inclement weather or safety concerns. Ensure that you have all volunteers' contact information, so you can inform them the night before or bright and early in the morning.





How to Run a Volunteer Workday

1. Arrive on-site with some helpers early enough to get organized before volunteers arrive. This is a good time to take before photos of the project site.
2. As volunteers arrive, greet them and ask them to sign-in on the TUC sign-in sheet. This covers their liability and photo waiver.
3. Once all have arrived, do an intro talk:
 - Welcome
 - Introduction; establish workday leaders
 - intentions for the day, project description, project importance
 - safety talk, describing safety concerns, items to be mindful of, location of first-aid kit & cell phones to call 911 if needed
 - instructions to get started! (could include carrying equipment, breaking into groups)
4. Implement the project! Considerations:
 - the leader(s) should be leading, directing, helping and observing the group.
 - look out for people who are getting frustrated, working alone, need a break
 - keep up the quality control!! Don't be shy to let someone know that they need to modify the way they are doing something, so the project is completed successfully. Be tactful!
 - take photos of volunteers at work and the process.
5. When the project is complete, celebrate! Take some group photos with the completed project. Take post project photos.
6. Clean-up. Before leaving the site, make sure that no equipment/supplies are left behind at the site. Check for garbage and personal belongings.
7. Thank the volunteers for their time and efforts. Thank funders and landowner.
8. Call the workday to a close.
9. Debrief the day. Take note of what worked well, what didn't and how to modify for future workdays. Take notes.

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10. Send a follow-up thank you e-mail to the volunteers who came out and landowner. If possible, include before and photos of the project and photos of volunteers at work.
11. Send TUC Workday Management Sheet and Sign-in Sheet to Ontario or Alberta office for record keeping. By submitting the Workday Management Sheet the work your chapter has completed will be added to TUC's overall stats (volunteer hrs, projects completed, KM of stream rehabilitated) for the year.

