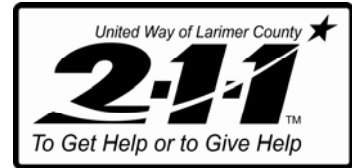


Tips for Volunteers



1) Plan Ahead

- Give the agency enough advance notice of your interest to volunteer in order for them to plan for your arrival. This is especially important for group projects. (typically 2-4 weeks or more is appreciated). Let them know your time commitment, as well.
- Get to know the organization and employees where you wish to volunteer. The more you know about their services and operations, the better fit it will be.
- Make your interests and skills known to the volunteer manager. Expressing these will help to ensure that your volunteer assignment is appropriate and meaningful.

2) Be Flexible, Patient, and Open

- Do not get discouraged if a volunteer opportunity does not work out for you. The particular circumstances or agency needs at the time may not have been the right fit.
- Try, try again. If a volunteer job does not work, don't be afraid to look for something else. If you can find a good match, it might be something you enjoy doing for years to come.
- Be prepared to go through an orientation or training before you can actually volunteer. These can range from a few minutes to several hours or even days. Some agencies may also require background checks of all potential volunteers.
- Be open to new experiences, perspectives, and people. Stepping out of your comfort zone may show you things about yourself that you never knew existed.

3) Follow Through on Your Commitment

- The agency and those they serve will strongly rely on your time, skills, and energy to keep the organization operating. They will be counting on you!
- Do not over estimate the time commitment you can make.

4) Be a Good Volunteer

- Follow the rules, dress code, safety measures and other policies of the agency.
- Respect the privacy and confidentiality of clients you may encounter while serving with an organization.
- Don't try to be a hero. Your role as a volunteer is to serve the agency and their clientele within the boundaries and expectations of the organization.

5) Have fun!

- Volunteering should be an enjoyable activity that can be shared with family and friends.

For more information on planning a volunteer project please contact the United Way of Larimer County Volunteer Center by dialing 2-1-1 (or 407-7066).