**Volunteering event checklist**

1. **The essentials**

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| **These must all be answered “yes” before the volunteering can go ahead** |  |
| Does the venue have in date public liability insurance cover of at least £5 million? |  |
| Is the venue registered on the Uniti platform? |  |
| Is the venue either a registered charity or a public body? |  |
| Has a site visit been carried out at the venue? |  |
| Will a suitably experienced person from the venue be there to supervise volunteering on the day? |  |
| Will someone from the venue be there on the day to greet volunteers, give an introduction and tool talk? |  |

1. **What to consider**

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| **Finding a suitable project** | **Notes** |
| Does anyone in the team have a condition/disability that might affect the tasks they can do? |  |
| Is the venue accessible for the whole team? |  |
| Are the tasks suitable for each member of the team?  |  |
| Does the venue have all the necessary tools/materials for the team to perform the tasks? |  |
| Is the site big enough to accommodate your team? |  |

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| **Site visit** | **Notes** |
| Is there enough parking/how do you get to it via public transport? |  |
| Are there accessible toilets and hand-washing facilities? |  |
| Is there a suitably qualified first aider who will be present on the day? |  |
| Are tea/coffee/drinking water available? |  |
| Do team members need to bring anything e.g., their own gloves if they prefer? |  |
| If an outdoor project, what is the wet weather plan? |  |
| Is there somewhere the team can shelter/take breaks? |  |
| Do the team need to bring their own lunch? If so, where can they eat it? |  |
| Is there somewhere safe for team members to leave belongings? |  |
| Is there a designated smoking area? |  |
| What should team members wear on the day? |  |
| Where should team members meet when they arrive? |  |
| Is there any scope for sharing the event on social media? |  |

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| **Before the day – what your team members need to know**  | **Notes (you can use the project overview template to distribute to your team)** |
| Start and finish times |  |
| The site address |  |
| Where to park |  |
| How to get there by public transport |  |
| Where to meet on site |  |
| What the tasks are |  |
| What to wear |  |
| What to bring, including any regular medication e.g., for allergies |  |
| Arrangements for lunch and refreshments |  |
| Contact details for you and for the venue |  |

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| **On the day** |  |
| Make sure all team members sign in and give emergency contact details on the **Team Sign-in sheet** |  |
| Make sure all team members hear the tool talk and follow instructions |  |
| Make sure everyone knows what they are doing |  |
| Take lots of pictures and enjoy the day! |  |

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| **Follow up** |  |
| Ask the venue for feedback |  |
| Ask your team for feedback |  |