C Tool 4: Activities list and calendar

Expected outcomes

- **Improve engagement of youth volunteers by establishing a regular cadence of activities** that involve skill development, relationship-building, and sharing feedback
- Non-profit groups should be able to **more effectively use technology** to support youth engagement

How to use tool

- Use templates provided to **plan the activities you'd like to conduct throughout the volunteer opportunity**

Details follow

Events and suggested frequency	Purpose	What to do
Onboarding (one-time)	**To prepare volunteers for the role** (e.g., expectations, resources available, timelines)	▪ Identify what resources and knowledge volunteers will need to have in order to be best prepared for their role
Training (bi-weekly[1])	To provide volunteers with **skill development opportunities** that could be helpful during and beyond their role.	▪ Determine what skills youth volunteers are interested in developing; evaluate against skills that would be relevant to the volunteer opportunity ▪ Develop training materials to guide sessions and serve as follow-up materials that volunteers can take away
Check-ins (bi-weekly)	To share **updates, discuss changes,** and **understand how volunteers are doing**	▪ Set up individual bi-weekly, 30 min. meetings with all volunteers involved ▪ Share updates, collect updates from volunteers, and get an understanding of how volunteers are feeling
Socials (monthly[2])	To **celebrate volunteer contributions** and **build relationships**	▪ Set up monthly, 1 hr. virtual events with all volunteers involved – Determine whether there is a budget available, which can determine what types of activities could be done
Resource access / ongoing comms. (ongoing)	To **facilitate consistent engagement** with volunteers and **provide resources necessary**	▪ Create a shared folder online to upload any resources that may be relevant for volunteers (e.g., Google Drive, Dropbox) ▪ Determine a regular frequency for communications with volunteers (e.g., daily, weekly) and identify communication method (e.g., email, Slack)

1 Depending on the length of the volunteer opportunity and available content 2 There should be at least one social event for volunteers during their involvement in the volunteer opportunity (if the volunteer opportunity is shorter than 1 month)

C **Tool 4:** Planning a virtual training session

1. Identify training opportunities

What resources and knowledge should volunteers have in order to…

1) **Be best prepared for the activities associated** with their role?

2) **Have a meaningful experience** during and following the completion of the volunteer opportunity?

2. Evaluate training capability

Based on the identified training opportunities, what trainings could we provide, based on:

1) **Existing resources** (i.e., what resources are available… are there any constraints?)

2) **Existing internal knowledge** (i.e., what do we already know, which we could train volunteers on?)

3. Plan virtual training session

Preparation:

1. If live training sessions are needed, **consider all volunteer's time zones and plan accordingly**
2. **Always test your materials before sending them out** (e.g., links)

Presentation:

1. **Use PowerPoint to present your content** - this allows you to incorporate both text and visuals into your training
2. **You can record your voice directly onto the slides** and save the file as a video for easy uploading onto platforms such as YouTube.
3. **Pre-record all training material** to ensure that volunteers who get onboarded at different times have access to the same information.

Post-Training:

1. **Schedule a post-training follow-up call with your volunteers** to clarify any last questions they may have.

C **Tool 4:** Check-in template

30 min. bi-weekly check-in

Date:

September XX, 20XX

Participants attending:

- Volunteer 1
- Volunteer 2
- Volunteer XX
- Volunteer Manager

Meeting agenda:

1. **Quick check-in** (i.e., how is everyone doing, on a scale of 1-10)? – *2 mins.*
2. **Updates from volunteer manager** (i.e., important news to share with volunteers)? – *3 mins.*
3. **Updates from volunteers** (i.e., important news for volunteers to share with the group about what they are working on)? – 10 mins.
4. **Discussion** (i.e., any news shared by volunteers that needs to be addressed by the group)? – *5-10 mins.*
5. **Plan between now and next check-in** (i.e., next steps) – *5 mins.*

**Ensure there are accessible channels for volunteers to connect individually with volunteer managers outside of standard bi-weekly checkpoints (for sensitive concerns, for behavior etc.)*

Meeting notes:

Major updates shared:

Next steps shared:

Action items from meeting:

C Tool 4: Possible virtual socials for youth volunteers

NOT EXHAUSTIVE

	Possible virtual socials (and suggested size)	Description	Additional resources (if applicable)
Activities not requiring budget	**Board Game Night** (~10 volunteers)	**Board games are a great option to build team camaraderie.** There are multiple options for games throughout the Internet such as Pictionary, Codenames, and Telestrations, all for free.	▪ **Pictionary:** https://skribbl.io/ ▪ **Codenames:** http://codewordsgame.com/
	Trivia (Unlimited)	**Create your own virtual trivia night** - all you'll need is an enthusiastic host and a list of questions! **Helpful Hint:** have a theme to centre your questions around.	▪ **Kahoot:** https://kahoot.it/
	Guest Speakers (Unlimited)	**Invite a guest speaker from your non-profit group to meet the volunteers in a conversation-friendly format.** The speaker could be a staff member or past volunteer. **This is a great opportunity for volunteers to candidly ask questions and learn more about the organization and the impact they are making.**	
Activities requiring budget	**Lunch/Dinner** (~5-10 volunteers)	**Treat your volunteers to a lunch/dinner to thank them for their contributions.** This is also a great opportunity for volunteers to get together to share about their experiences and connect with one another!	▪ **Food delivery services:** e.g., Uber Eats, Skip The Dishes, DoorDash
	Fitness Class (Budget-dependent)	**Offering a online fitness class can be a great way to energize your volunteers.** Fitness classes welcome people of all skill levels and is a great way for a team to collectively participate in one activity. Not to mention it's healthy!	▪ **Reach out to your local gym or fitness studio** to see if they offer online classes.
	Paint Night (Budget-dependent)	A great way to add variety to your socials. **Paint Nights are great for painters of all skill levels.** Many vendors offer easy-to-follow interactive tutorials over video.	▪ **Yaymaker:** https://www.yaymaker.com/virtual/experience/101/

C **Tool 4:** Illustrative monthly calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Onboarding (one-time)		Resource access / ongoing comms. (ad hoc)		
Week 2	Resource access / ongoing comms. (ad hoc)		Check-in (bi-weekly)		Training (bi-weekly)
Week 3	Resource access / ongoing comms. (ad hoc)				Social event (monthly)
Week 4	Resource access / ongoing comms. (ad hoc)		Check-in (bi-weekly)		Training (bi-weekly)