

24 BITE SIZED VOLUNTEER TASKS

Prepare baking or lunches for volunteers at events

Design and compile a Welcome Kit for new volunteers

Provide childcare for other volunteers so that they can get involved

Write or update your Policy Manual – one policy at a time

Write articles for your blog or newsletter

Make follow-up phone calls to volunteers or participants after an event

Write and send regular press releases

Be part of an interview panel

Make handmade cards for thanking donors, volunteers and supporters

Research, compare and negotiate for regular purchases such as power, telephone and insurance

Design a Cover Photo for your Facebook page

Make a birthday calendar so that every team member can be celebrated on their special day

Create displays in shop windows or reception areas to promote your cause.

Make submissions to local and central government on issues that affect your organisation

Be responsible for posting to Facebook on a specific topic

Scan media for articles relevant to your cause

Clean and maintain your equipment

Create short video clips for your Social Media pages

Be on-call to solve IT issues as required

Take photographs of your programme in action

'Mystery Shop' your organisation to see how easy it is to make a donation

Organise morning tea for your programmes on a roster basis

Attend Networking Events

Regularly check and re-stock your first aid kit