

## Manager Tips & Tricks

### Before volunteering:

- Managers with represented and/or non-exempt staff may discuss scheduling and other considerations with Labor & Employee Relations.
- Groups that cannot fully cease operations for volunteering may wish to hold multiple staggered team volunteering events.
- Reach out to the contact at the organization to learn more about the physical and other demands required, prior to committing to a volunteer activity. Then, review this information with your staff so they can tell you what (if any) accommodations might be needed to allow them be successful and/or to participate in the volunteer activity.
- Ensure that everyone signs the waiver at [volunteer.ucsf.edu](https://volunteer.ucsf.edu) as well as any additional waivers required by the organization, if applicable.

### During volunteering:

- Take photos of your group if possible. Submit to [UCSFVolunteers@ucsf.edu](mailto:UCSFVolunteers@ucsf.edu) and you may be featured on our website!
- Dress appropriately for the activity (ex: closed toe shoes, warm layers) and wear UCSF gear if you have it!
- Ensure that employees adhere to UCSF policies regarding [conduct](#).
- Have fun!

### After volunteering:

- Consider hosting a recap session, either immediately after the volunteering activity or within the next few days. This way, the team can discuss their experiences together, since they may have been split into smaller groups during the volunteer activity.
- Provide us with feedback so we can continue to grow and improve the UCSF Volunteers program. Take our [survey](#) or [send us an email](#).