

Manager's Checklist

To plan a volunteer event for your team, follow these steps:

- Review volunteer.ucsf.edu. This site has information on the *UCSF Volunteers* program, guidelines, the required waiver, suggested organizations, and more.
- Present volunteerism as a team-building opportunity for your group. Remember that volunteering cannot be required, and participation doesn't impact employees' performance reviews. Ask your team if they'd like to volunteer together, and what type of organization they're interested in volunteering with.
- Review the organizations listed on the volunteer.ucsf.edu volunteer opportunities page and pick an organization to volunteer at. Once you've decided on an organization, contact them directly to set up a date and time for your team volunteer activity.
- Make sure the date and time works for your team, and keep back up/coverage needs in mind if scheduling a volunteer event during work hours.
- Set transportation plans and/or a meeting place for the volunteer activity and communicate these plans to your team. More guidelines about transportation can be found on volunteer.ucsf.edu.
- Have everyone who is going to volunteer sign [this waiver](#) prior to the volunteer activity.
- Upload the signed waivers [here](#). Note that non-profit organizations may have separate waivers for you and your team to sign as well.
- Volunteer!
- After your activity, we'll send a survey to see how your experience was. If you don't see it in your email, you can access it [here](#). Email ucsfvolunteers@ucsf.edu with any additional feedback.

Thank you,
UCSF Volunteers Team