

# Individual Volunteer Program Assessment Checklist

Use this checklist to assess the impact COVID-19 has had on your individual volunteer program.

**View our [Re-starting Your Volunteer Program guide](#) for more information.**

Name of Volunteer Program	Status
	Suspended Currently continuing in a modified format Currently continuing in the same format  Notes:
CHECKLIST	
<b>Ensure the safety of your volunteers, staff and clients</b>	
	Can this program be delivered within government guidelines (for example in the 2020 COVID-19 pandemic, as restrictions were lifted there were still specific guidelines about how a services could be delivered such as social distancing, <a href="#">click here</a> to see the COVID-19 specifics.
	Given volunteers support many sectors across Australia, have you undertaken an industry specific risk assessment of the program to ensure you are taking all reasonable steps to protect the health and safety of your staff, volunteers and clients? (See an <a href="#">industry specific risk assessments</a> )
	Do you have a WHS plan to specifically address the pandemic? The QLD Government has produced a great <a href="#">framework for COVID safe businesses</a> that can be used.
<b>Invigorate your volunteer program</b>	
	For each element of your volunteer program consider what you should let go? E.g. what activities have your volunteers not missed? Can these be let go or done differently?
	Have you consulted with your clients and volunteers about how your volunteer program could best be delivered in a post pandemic environment?
	Have you considered how the delivering of training and support, induction etc could be more fluid to meet volunteers needs? E.g. could it be online and delivered in a flexible format for volunteers?
	Should some of the modifications that were applied throughout the pandemic, such as working online or from home continue?
	Can you change the expectations and requirements of the volunteering roles to be more flexible, short term and fluid (research indicates that emerging volunteers are looking for more flexible roles so this may help you attract more volunteers)?
<b>Apply best practice volunteer management</b>	
	Once you have determined your new look volunteer program, apply the <a href="#">National Standards for Volunteer Involvement</a> to ensure you are practicing best practice volunteer management.
	Ensure you are meeting your legal obligations through applying Justice Connects NFP Law <a href="#">National Volunteer Guide</a> .