

How to Guide:

CORPORATE VOLUNTEERING



If you are considering corporate volunteering, or if you are approached about corporate volunteering, please raise this with your CCT contact.

What is corporate volunteering?

For one-off tasks, it can be hugely useful to offer this to a business / organisation in your area. Larger organisations are often looking to give something back to society as part of their Corporate Social Responsibility policy, which is often in the shape of employee time. Aside from that, many organisations offer their staff a certain number of days to spend on volunteering.

What sort of tasks could be considered?

We have had several businesses help out at our churches, whether that is helping out in the churchyard with some maintenance, cleaning inside or painting an area. The most attractive tasks are ones that are very visual, as businesses usually use the opportunity to showcase in the local paper that they have reached out to the local community, and made themselves useful. You can think big (Ministry of Defence, Nestlé) or small (local solicitor's office).

What do you need to do to start?

- Have a chat with your CCT contact about the types of tasks that could be done and involve them throughout, this is important for insurance purposes.
- Scout around in the area which larger companies are travel distance away. Perhaps you have contacts in some companies, you could ask them if they ever do corporate volunteering. Sometimes different teams undertake different tasks – it can be nice to get away from desks.
- Consider where the tools for the task would come from. Do they need to bring anything?
- Create a risk assessment to cover the task comprehensively and consider accessibility: is there enough parking? Is there something to do for people sitting down?
- Write up the task, how long it would take, how many people it could occupy (and whether it could be scaled up or down), what time in the year would be best. Add how it would help you and what you can do to broadcast their help: write up a press release (which we can help you with), take photos, put posts on your social media – and that this could be broadcast nationally through CCT channels.
- Contact the company/ies, enquiring whether they are interested in corporate volunteering. You can already send the description of the task, or first see if they respond.

What happens next?

If there is a company interested, perhaps one of the organisers would like to come and have a look at the church, and further discuss how it could work. You discuss team size, date and time, and access issues. If they need to bring tools, remind them of that. If there is no toilet, mention that so that they can take this into account. Send them the risk assessment to see if their team's abilities mean that further steps need to be taken into account for health & safety. Get their agreement on the risk assessment.

On the day

Be there early in case they arrive ahead of time. Welcome them with tea and biscuits if possible. You could give a short introduction into the history of the church and the organisation, and what the tasks means to the local community. Highlight any risks again before they start and any rules and regulations (i.e. no smoking or vaping inside). Ask if they are ok with photographs taken and shared on social media. Stay close in case of queries, and let them get on with it. It is useful to take a photo before they start, and a photo after, to showcase the difference they have made.

After the event

Thank them for their time as they leave, and send them the photos you have taken. Write up the press release and send it to them to agree and give a quote. Run this past your CCT contact before contacting the local press. Try to combine it with an engaging photo.

Sending an official thank you is a good way to end, and if you'd like this to come from a regional officer, please ask your CCT contact, as that can be arranged.

You can use the photos you've taken in a few social media posts to highlight the sterling work done, and perhaps suggest that if other businesses are interested, they can get in touch – if you want that!

For CCT staff, also see on thanks and recognition: [How-to-guide---Corporate-Volunteering-Recognition 43261](#)