Agency Site Visit Checklist

- Describe what you and your volunteers have to offer via your service objectives, timeline, and limitations.
- Discuss the agency’s goals, resources, and needs.
- Develop a menu of well-defined service activities that can be performed by volunteers with your partner(s).
- Identify specific knowledge and skills that volunteers will need to do the work with your partner.
- Discuss the types of projects you want your volunteers to engage in (on-site or product) and the length of commitment for the project.
- Discuss any agency expectations and guidelines for volunteers (i.e. dress code).
- Develop a training plan with the partner that addresses skills and knowledge of key services, policies, and procedures.
- Devise a schedule for the volunteers to work with the agency on the project, including the amount of time per week.
- Provide the partner with a copy of the Brandeis academic calendar (breaks, etc.)
- Outline transportation logistics—where to park, what entrance should volunteers use?
- Identify the number of staff available to assist and instruct volunteers. Discuss the risk management procedures of the agency.
- Does the organization require volunteers to complete waivers beyond the Brandeis waivers? Other forms?
- What is the total number of volunteers the site can handle at any one time?
- Identify rain plan, if applicable.
- Who should volunteers contact during the semester in the event of schedule changes, e.g. volunteer sickness? Get cell phone number, as well as office number.