

Volunteer Roanoke Valley **Special Project Volunteers**

The Council of Community Services' (CCS) program Volunteer Roanoke Valley (VRV) strives to help fill the volunteer needs of agencies in the Roanoke Valley. Occasionally, agencies need help with special projects such as large mailings, assembling packets of information, filing, etc. VRV may be able to help locate and arrange for volunteers to help with those projects. There are several things that we ask agencies to keep in mind when contacting VRV about volunteers for special projects:

- ☑ VRV is happy to contact groups and individuals who have expressed interest in helping with such projects; however, there is no guarantee that volunteers will be found for the project.
- ☑ A minimum of one week notice is requested for trying to locate volunteers for projects. The earlier you notify VRV of your volunteer need, the more likely volunteers will be available. Again, there is no guarantee that volunteers will be found. The later that the request is received the likelihood that volunteers will be found decreases.
- ☑ These volunteers have jobs, other volunteer duties, and schedules of their own. Please try to be flexible with the schedule for the project as to accommodate the volunteers.
- ☑ The volunteers may very likely be senior citizens or disabled. Please keep this in mind when making arrangements for the project.
 - Handicapped parking spaces should be available.
 - Vouchers for parking should be given if free parking is not available.
 - The space where the volunteers will be working should also be handicapped accessible.
 - Light refreshments are very nice to have for the volunteers.
 - Someone to meet and explain the project to the volunteers is necessary. They should also show the volunteers the bathroom, and any other information that the volunteers should have/need.
- ☑ It is possible for the project to be done at CCS. This option depends on the space available at CCS on the dates needed. Also, materials will need to be delivered to CCS before the project is to take place.

Contact Alison Jorgensen, Director of Volunteer Services at the Council of Community Services to discuss the use of special project volunteers or to schedule a special project.

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