



Volunteering in the Time of COVID-19

Organizations are creatively trying to adjust to address needs in the midst of COVID-19. Some organizations have moved to virtual volunteer opportunities, some have completely stopped volunteer operations, and some still need active in-person volunteers. Continuing to provide services for clients/community **while remaining safe** is everyone priority!

Here are some expectations to have if you choose to volunteer:

1. Volunteer at your own risk!

- Any risks or liability that occur through volunteering fall on you as the volunteer. Institutions and organizations are not liable if you get sick or hurt while you are volunteering. Most organizations should or will require you to sign a waiver.

2. Know before you go!

- Research COVID-19 Guidelines for the Organization. What practices does the organization have in place to protect you and others? If they do not provide any, call and ask. If you show up and they are not practicing safety guidelines, report them to our office and do not volunteer.

3. Self-Check for Symptoms

- We know you want to volunteer but if you have any symptoms of COVID-19 you need to notify the organization and cancel your registration. This includes coughing, sneezing, temperatures over 100, body aches, fever, etc.

4. Wear a Mask

- Always wear a mask! Proper coverage is over your nose and mouth!

5. Practice Social Distancing

- While volunteering sometimes you will be within 6 ft of others, depending on the activity. When possible, make sure to create distance between you and others.

6. Volunteer Individually, with Family, or Roommates

- Avoid volunteering as a group/organization with a community organization. Volunteer individually, with family members, or with roommates/people that you live with. Do not carpool to volunteer events if you are not of the same family or do not live together.

7. Wash Your hands!

- Wash your hands often especially before and after your service activity. Use soap and water for at least 20 seconds.



Donation Drives & Fundraising

Organizations are creatively trying to adjust to address needs in the midst of COVID-19. One of the most significant ways to give your time to an organization is to help them with donations and fundraising. Due to COVID-19, many organizations have had to cancel their annual fundraising events, they have lost donors due to economic constraints, and many are providing more services due to increased needs. They need your help to continue to serve their constituents.

Here are some guidelines to help assist you with donation drives or fundraising:

1. Talk to the Organization FIRST!

- Don't do something that an organization doesn't need. Reach out to the organization, tell them who you are, give them an idea of what you want to do and ask them what they need. Organizations do not have the time and energy to create opportunities for you, they need you to take what they say and create something based on what they give you!

2. Create a Plan

- Identify Your Donation or Fundraising Goal. Identify a timeline in which that goal needs to be achieved. Identify how many people need to be involved, what guidelines you need to follow, and how you plan to get the donated items to the organization.

3. Follow Campus Regulations when creating you plan!

- Please follow the institution's guidelines when creating a plan. This includes submitting a risk assessment form for on-campus events and managing guidelines related to size, space, and masks.

4. Go Virtual When Possible

- Does your donation drive or fundraiser have to be in-person? What platforms can you use online? Set up wish lists where items can be ordered and delivered directly to the organization or use the organization's donor platform.

5. Set up Donation Drops and Times

- Identify touchless Donation Drop across campus in offices or commonly used spaces. Ask permission to use that space/office as a drop off site. You can also host a drop off date/time. Reserve an outdoor space or room, submit a risk assessment, set up specific times for drop off, have no more than 2 people working the drop off at a time, wear masks, wear gloves, and wipe down all items prior to distributing to an organization.

6. Marketing Your Event

- Promote your event. Communicate to folks the safe practice you follow and expect from them. Only post photos that demonstrate responsible and safe practices.