



# Microvolunteering Planning Guide

 Get Connected  
*by galaxy digital*



# Components of Microvolunteering

Here are some guiding principles to consider when creating microvolunteering opportunities. Take a look!

**Small tasks** within larger projects

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**Time flexible** options

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**Complete** without supervision

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**Sign up + onboarding** can be done remotely

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**Training** is minimal or unnecessary

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**Full volunteer experience** can be completed remotely or independently

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## Examples of Microvolunteering:

- document editing
  - translating
  - phone calls
  - social media sharing
  - video creation + editing
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# Identify a project

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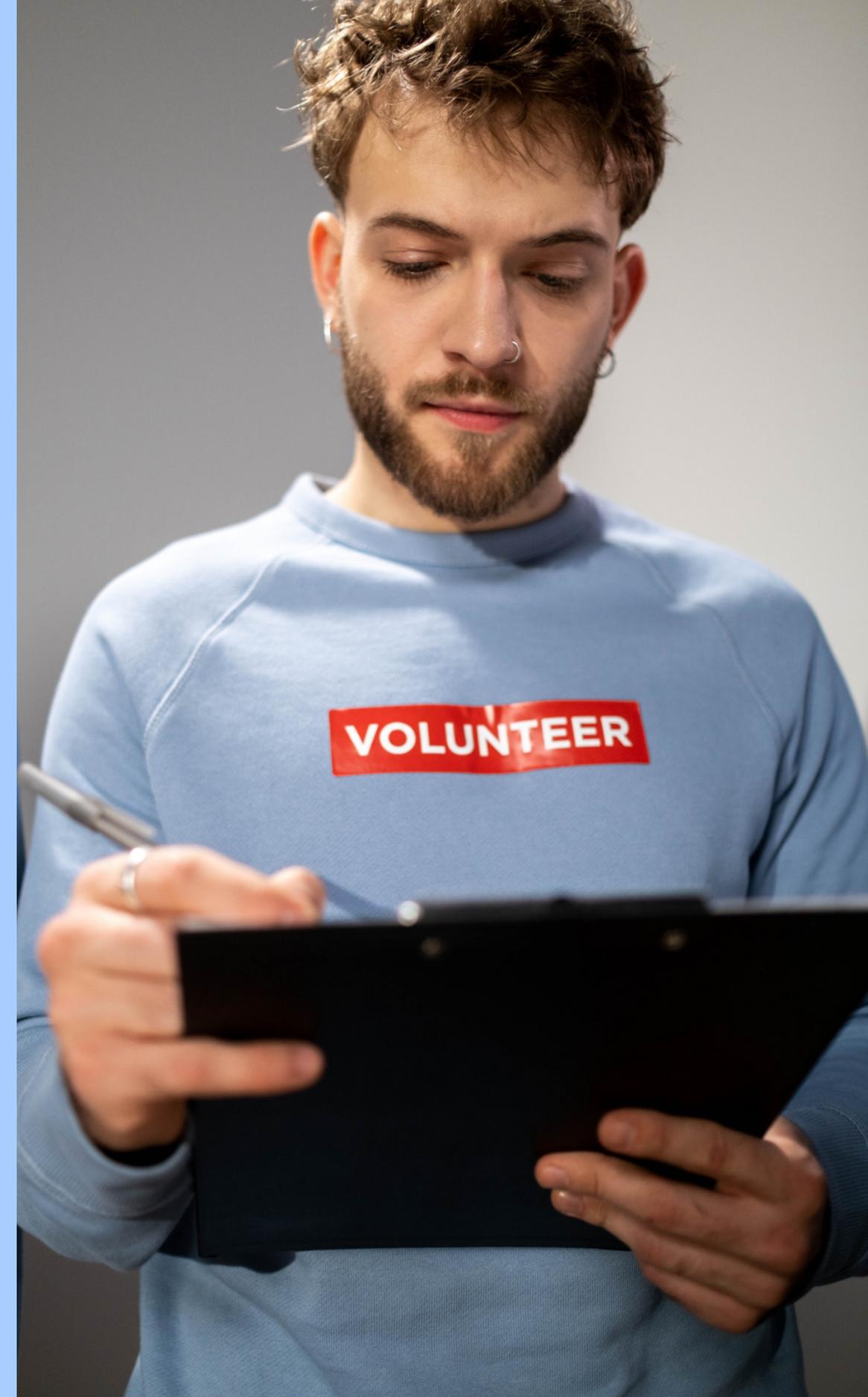
**First, you'll choose a specific project or program.** Choose one with a lot of moving pieces and components to evaluate for Microvolunteerism Opportunities.



**Next, you'll need to create a list of all the tasks** involved in this project where volunteer time is used.



**Finally, you'll evaluate each task using the Microvolunteerism Checklist**



# Microvolunteering Checklist

Can you answer YES to each of these questions?



*Evaluate each task* to determine whether it will make a great microvolunteering opportunity!

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**Can this task be completed in 5 minutes to 1 hour?**

**Can this task be done without extensive onboarding?**

**Can this task be done without extensive training?**

**Can this task be completed independently?**

**Can this task be completed with minimal or no tools + resources?**



Project Name: Awareness Campaign

# Example Project

## Volunteer Tasks

- Distribute Posters
- Social Media Posts
- Social Media Re-Shares
- Phone Calls
- Poster Design
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Time



Onboard



Training



Independent



Resources



## Notes

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Needs access to accounts

Needs written instructions

Requires training/onboarding

Outreach to design students

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# Complete Evaluation

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**Evaluate each task with the checklist.**



**If you can answer YES to each question,** then this task can become a Microvolunteerism opportunity!



**If you answer NO to one or more,** is there a way to adapt this part of the process so that the task can be completed as a Microvolunteerism opportunity?

# Managing Microvolunteering

**Consider the unique needs microvolunteering presents to your systems.** Addressing these early on will support your microvolunteering program in making an impact!

## **Listing** the opportunity:

- easy to find on your website
  - clear call-to-action
  - ease of sign up
  - immediately accessible
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## **Managing** microvolunteers:

- streamline sign up process
  - utilize tech
  - tracking/reporting through volunteer app
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## **Communications:**

- shareable on social media
  - reach out to lapsed volunteers
  - share in your newsletter
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