

WALK TO MAKE CYSTIC FIBROSIS HISTORY



GUIDE FOR STAFF OR COMMITTEE MEMBERS WHO ARE RECRUITING VOLUNTEERS



A spiral-bound notebook with a green cover and white pages, showing a calendar for the month of May. The days of the week are listed at the top, and the dates are arranged in a grid. Some dates are highlighted in red.

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	





THIS GUIDE

> THIS GUIDE

This guide is designed to help you identify your next steps in the volunteer recruitment process, and understand the various roles and responsibilities that we rely on for volunteer support. It is an essential resource designed to empower & set you up for success.

Here is what this guide will cover:



WAYS TO RECRUIT



STEPS FOR SCHEDULING & TRAINING



STEPS FOR ONSITE MANAGEMENT



**BEST PRACTICES TO ENGAGE
VOLUNTEERS ON EVENT DAY**

If you have any questions or need any support, please don't hesitate to reach out to the National Walk Team. We are here to support you.



walk@cysticfibrosis.ca



walk.cysticfibrosis.ca



1-800-378-2233



WAYS TO RECRUIT



MAKE YOUR LIST

Take a moment to update your recruitment list from the previous year's list of volunteers. If you have had other events in your area throughout the year, and have other volunteer lists, merge them together.



USE OUR EMAIL TEMPLATE

Reaching out to volunteers via email, we have a template for that. See the [template here](#) to fill in everything specific to your location.



USE OUR SOCIAL POST TEMPLATE

Join us on Sunday May (date), (year), to make cystic fibrosis history! Volunteers needed, for 4-6 hour shifts! Help us raise awareness and funds for CF research. Sign up now! #Walk4CF #VolunteerNow #StepToward

{Insert important information including the site, address, basic timeline and where to sign up to volunteer.}



USE OUR SOCIAL POST GRAPHICS

We have some great graphics you can post on your social media outlets to recruit volunteers. You can access them [here](#).





WAYS TO RECRUIT



CHARITY VILLAGE - POSTINGS

We have set up postings on Charity Village for Walk locations. The postings provide the event venue details, and general information about the length of time and types of roles available. This is a broad recruitment tactic to support your local efforts.

If there is a volunteer that is interested, they will be brought to our Volunteer Portal to fill in, to express their interest. We've set it up to ask a few questions directly related to the Walk to help make scheduling and assigning tasks as easy as possible.

Once they are in the system the Walk Chair can then go in and see who is signed up. Support for the system can be requested at walk@cysticfibrosis.ca.

CHARITY VILLAGE WEBSITE



VOLUNTEER FORMS

For anyone interested in volunteering at this year's Walk, we request that they apply on the CF Canada Walk Volunteer Portal. This will allow us to collect their availabilities and any additional information you may need for scheduling.

VOLUNTEER FORM



- **All volunteers must fill in this form as it also includes our volunteering policies.**
- If someone is 14 or over, but under the age of majority in your province, the online form asks their parent or guardian to confirm their awareness and support of the youth volunteering at the event. If someone under the age of majority wants to volunteer at Walk, they must have a parent or guardian's sign off in order to volunteer.
- If they don't fill in the form before Walk Day, we have a template for onsite sign-in and signing (see below).



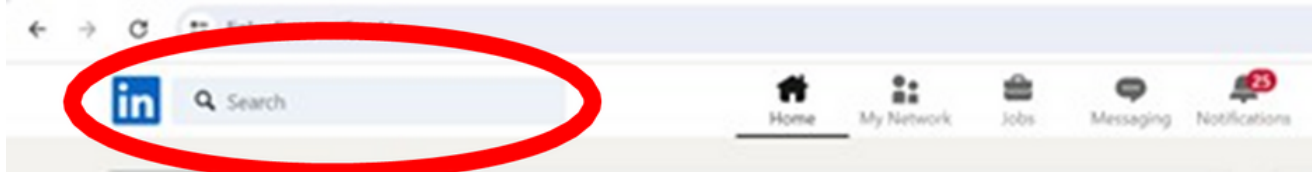
WAYS TO RECRUIT



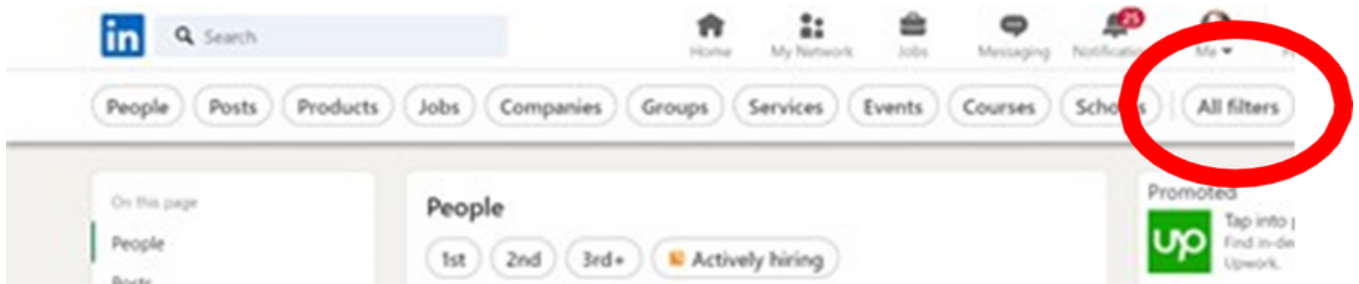
IDENTIFY NEW VOLUNTEERS ON LINKEDIN

Follow these steps to search for new volunteers directly on LinkedIn.

1. Log in to LinkedIn and go to the top left search bar. Put your cursor there and click enter, without typing anything.



2. You'll enter the search screen and you'll click on "all filters":



3. The "all filters" screen will pop up and you can scroll through, ticking a variety of options.

Search Tips Using Filters

There are a number of ways you can use the filter options to find people who might be a good fit for what you're recruiting for. Consider searching by:

- Location – if you're looking to recruit volunteers in a specific geographic area
- Company – if there's a local company you know has an employer-supported volunteering program or is a large local employer
- Industry – can be helpful but is fairly limited

You'll always want to tick the options under "Open to" that indicate "pro bono consulting or volunteering" and/or "joining a nonprofit board". This can be a specific "in" when you reach out – see suggested language below.



WAYS TO RECRUIT

[IDENTIFY NEW VOLUNTEERS ON LINKEDIN \(CONT.\)](#)

Advanced Searches

An advanced technique that can also be very helpful is to search by professional title under the “Keywords” section at the bottom. For example, if you’re looking to recruit someone for a logistics role, you may want to type “logistic” in the “title” section (keeping it generic and basic will allow for more potential matches to populate).

You’ll want to play around with the searches a bit, as the results depend on how many connections you have, if you’ve indicated 1st, 2nd, or 3rd degree connections, etc. You can also use two or more of the search fields above i.e. location & company, to narrow things down. It’s usually best to start general and narrow down as needed based on results.

Tips for Reaching Out

When reaching out to a contact, it’s helpful to specifically mention that you see they’re open to volunteering and use that as a segue to asking them if they would be interested in your opportunity or know of anyone in their profession who might be.

Consider framing your outreach as you wanting to tap into their thoughts and connections as a leader in their community/professional space – people find that very flattering and are usually more than happy to help identify some warm leads for you to follow up with or make introductions for you.



STEPS FOR SCHEDULING & TRAINING

YOU HAVE YOUR VOLUNTEERS, WHATS NEXT?

There are some great tools created for you to make volunteer management easy! These tools can be found within our volunteer resources, [here](#).



[VOLUNTEER ROLES AND NEEDS TRACKER](#)

You need to first determine who will be leading each area of your event and how many volunteers they will need. Use this tracker to identify your needs and update the responsibilities for each role. [Click here](#).



[SAMPLE SCHEDULE \(EXCEL\)](#)

Use our great colour coded [Volunteer Scheduler](#). Once all your volunteers are entered, you can see where any gaps may be and fill them.

Enter your volunteers names along the top and use the legend to colour the length of time they will be at each activity. You can also modify the schedule to have the roles needed to be filled across the top, and put the volunteers names into the time slots. Whatever works best for you.



[VOLUNTEER GUIDE](#)

Send out the [Volunteer Guide](#) to your volunteers once they register with you. This document provides information on the roles, responsibilities and what to expect on Walk day. You can modify it depending on your roles needed. When you are on the website you can right click and save the link so you can just send the URL link to the volunteers.



[VOLUNTEER TRAINING PRESENTATION TEMPLATE \(PPT\)](#)

Before Walk day, make sure to schedule a quick 30-45 minute training call with your volunteers. Personalize the [Volunteer Training Presentation](#) and reach out to CF Canada if you need assistance.

[CHECK-IN SHEET FOR ONSITE & VOLUNTEER POLICIES](#)

It is important to check-in each volunteer as they arrive onsite to ensure you have proper oversight of who is onsite and who showed up. Check out here how to use the Volunteer Portal check in system. Each event lead will have access to check in the volunteers online. Or you can use [our template here](#).

If a volunteer shows up onsite and has not completed the volunteer policy form, please make sure to have a copy of these policies onsite, so they can read and then sign in the allotted spot in the check-in sheet.



STEPS FOR ONSITE MANAGEMENT

IT'S TIME TO GO ONSITE, WHAT DO YOU NEED TO PREPARE?

There are a few things you don't want to forget to bring onsite. Internet and computers are sometimes hard to bring onsite to be able to access your documents, so here is a list of things to do before going onsite.



PRINT YOUR KEY DOCUMENTS (MULTIPLE COPIES):

- Volunteer Schedule
- Volunteer Roles & Needs Assignments
- Contact Lists (including volunteer's emergency contacts)
- Site Map & Timelines of the day
- Volunteer Policy Agreement
- Check-in template



PACK A SUPPLY KIT:

- Volunteer name tags
- Pens
- Markers
- Sticky Notes
- Safety pinneys for route marshal volunteers



DOUBLE CHECK YOUR SCHEDULE:

Double check your schedule to ensure there are no holes and that you have assistance in all areas from set up to clean up.



STEPS FOR ONSITE MANAGEMENT



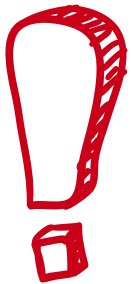
BEST PRACTICES TO ENGAGE VOLUNTEERS ON EVENT DAY

The next page contains the best practices to engage your volunteers on the walk day. These practices are key in volunteer retention.



STEPS TO FOLLOW ON EVENT DAY

- Greet your volunteer
- Check them in
- Get them to read and sign off on the volunteer policies if they haven't done so online prior to the event
- Show them where they can store their belongings
- Give them their badge or volunteer identifier
- Train them on their role and where they are assigned
- Inform them on who they will report to (for issuing breaks, changing roles)
- Thank them for their time, assistance and dedication to making the Walk To Make Cystic Fibrosis History a SUCCESS!



TIPS TO REMEMBER FOR VOLUNTEER ROLES

- If there is a down time where there are no tasks left to complete for the volunteers, schedule time for them to take a break, or encourage them to become "cheerleaders" cheering on the participants walking.
- Remember to keep enough volunteers at the end of the day for take down! Some volunteers may finish their duties early and think they can leave, but if you have scheduled them for take down, find them something to do in the meantime, don't send them home. You will need their hands at the end of the day.



BEST PRACTICES TO ENGAGE VOLUNTEERS ON EVENT DAY

➤ ALL VOLUNTEERS

- Provide communication ahead of the event about what to bring, what to wear, what will be provided (refreshments, food, shelter, breaks) and whether there is secure storage for their property (ie purses, coats, etc).

➤ CHAIRS & COMMITTEE MEMBERS

- Think strategically about required time on-site on event day. Consider whether all committee members need to be on-site the full day or could they be staggered to shorten the day a bit or provide a solid break.
- Some committee member's roles may not be strongly tied to event day – consider if they can be paired up with committee members who have heavy responsibilities on event day to make workloads more equitable or manageable.
- A call, text or e-card just before or at the end of event day can really reinforce positive reflection on the volunteer experience.

➤ EVENT DAY VOLUNTEERS

- Be clear about where volunteers should go when they arrive on-site, a volunteer sign in area is helpful to sign in/out volunteers, provide direction/pinnies/nametags and sign off any hours for students.
- Say hello, welcome and thank you for coming when volunteers arrive! Start the day on a positive footing.
- Be ready to provide clear direction and instructions on what a volunteer is being asked to do and making sure they are supported, comfortable doing the task and able to successfully do the task.
 - Always ask if the volunteer has any questions or concerns.
 - Where it makes sense, have an experienced volunteer provide some initial oversight to ensure volunteers have understood the task and are completely it correctly and safely.
 - Youth may need additional support as they may feel less comfortable asking questions.
- Be sure to provide breaks, and refreshments reflective of the length of time a volunteer is active (ie drinks and snacks are fine for a few hours, either two breaks with substantial snacks or more is appropriate for a full day).
- Take into account the weather – avoid asking someone to be outside in hot or inclement weather for a full day. Change up their tasks to provide an opportunity to be inside or in more comfortable surroundings as possible.
- If volunteers will be working with money or children, it's important to ensure there are always two unrelated volunteers present for everyone's protection.