

**TIME TO DEFINE THE
ACTIVITIES AND GET TO
WORK**

MODULE 03





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THE PLANNING SPIRIT MUST EXPLORE CREATIVITY

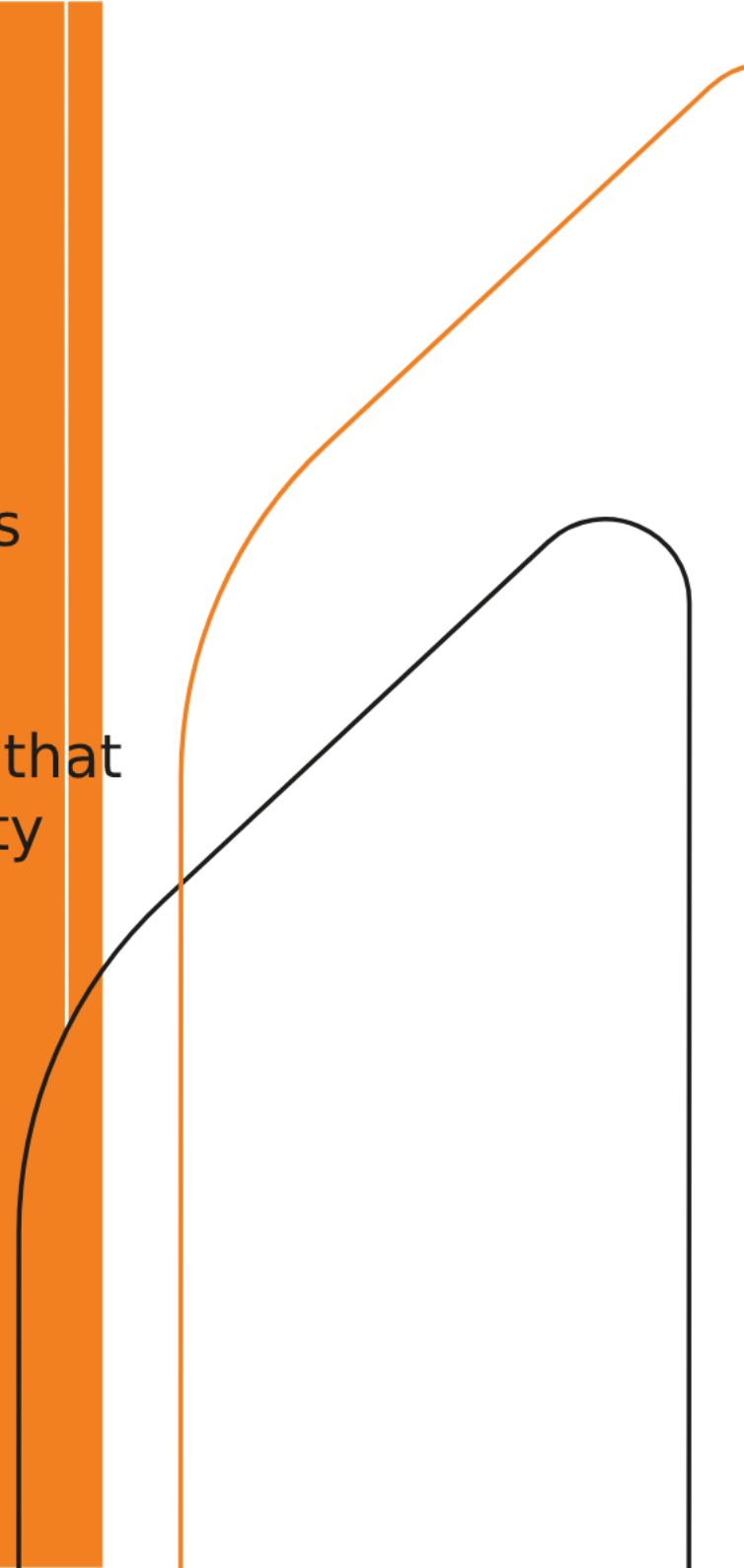
To structure volunteer actions, we must think freely, stimulating a sense of creativity and imagination that will enable us to reach surprising results.



Is planning difficult?

Through creative thinking, the planning process can become a pleasant task, where subjective ideas evolve to objective ideas. This happens through a continuous decision-making process that contributes to the improvement of your capacity for innovation and entrepreneurship.

It is through activities that the volunteer practices their will to help, their solidary impulse, their time, work, and talent.





In Module 2 we worked on the two first axes:

1. Context.

2. Actors.

Check out here the two final axes for a successful planning:

2 Axes for a plan of action

1 - Definition of activities

The activities are a sequence of tasks to be executed to achieve your goals.

2 - Identification of tools

The tools are instruments that allow the action to happen, and also resources for applying and monitoring the process.

Paths to define qualified volunteer actions

Which volunteer actions can be developed?

Which content must be worked on during the activities?

What is the action period for each content?

What's plan B if something goes wrong?

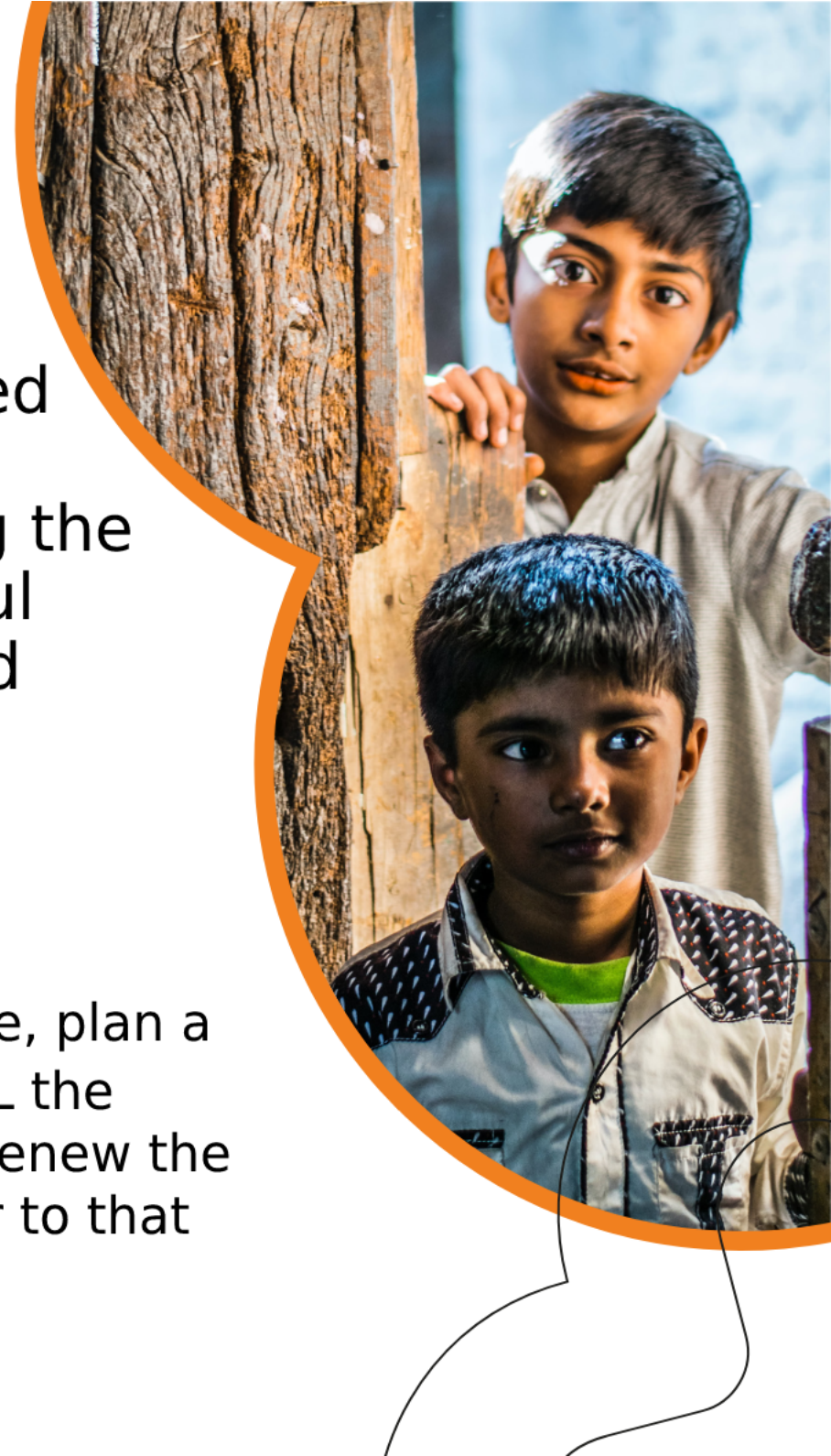
How will achieved results be measured?

What to do with comments/concerns from the ngo or community?

Did you know?

Defining the tools of all programmed activities positively helps with volunteering, besides guaranteeing the necessary materials for a successful action, reinforcing commitment and responsibility with the project.

It is the case of volunteers who, for example, plan a technology workshop and **MUST DEFINE ALL** the equipment for the students or **WHEN** they renew the electrical installations of an NGO, **AND** prior to that **MUST** provide **ALL** protection equipment.



Identification of tools: What must be asked?

Which tools
are needed to
carry out the
action?

Which documents
must be utilized?

Which material
resources are
needed?

Which communication
resources are needed
for dialogue with
social actors?
(meetings, invites, reports)

What are the necessary
physical and
environmental tools?
(room, field, etc.)

The importance of communication

Communicating the Volunteer Program is a challenge which must be met with creativity and passion.

During the organization and implementation of actions, volunteer leaders find out that simply publicizing and sharing information is not enough, they must also:

- involve (ask people to collaborate);
- engage and excite;
- encourage participation;
- maintain employees' participation, creating bonds between company, volunteers, and community.



Sharing ideas, actions, and solutions

Create emotion: For people to feel engaged, they need information, but also emotion, a feeling of belonging, and identifying with a cause or action.

How communication should be:


- Agile;
- Transparent
- Objective;
- Democratic;
- Creative;
- Interesting;
- Always focused on the key public.



Did you know?

Communications is one of the most strategic tools for all volunteer programs, after all, it is how employees and all people involved can find out more about the program, its mission and core values.

Therefore, the Local Leader can find creative alternatives to guarantee that information is circulating, becoming a solidarity "influencer."



Next Steps



Apply the Module 1 game with the volunteers and assemble with the team a pleasant and instigating dynamic:

Other available materials

Access the full materials from all 3 Modules.

- 3 E-books.
- 3 Games.
- 3 Explanatory videos.

This whole journey was thought out for you to exert your responsibilities as Local Volunteer Leader in the best way possible!

Thank you for being a part of Alpa Volunteers in Action.







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Sixteen years of experience in management, execution, and consulting of projetos in public and private sector companies, in ESG, Sustainability, Private Social Investment, and Volunteering in Brazil and Europe.

Facilitator in organization processes under the antroposophic optics, and experience with mentorships, trainings and in-company workshops for the strategic, human, and social development.



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Over 20 years helping big companies generate positive social impact by way of collective construction, empathy, and social protagonism, connecting volunteers in over 25 countries. More than 11 million people were already benefitted by the more than 55 thousand social actions registered on the network..