



OneOC

Virtual Volunteering:
How To Create A Toolkit



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The Challenge: In an effort to provide safe and successful volunteerism within our local communities, OneOC is encouraging our nonprofit partners to post virtual volunteering opportunities to include skills-based volunteers and online DIY Toolkits, so individuals, families and companies, can take action right away.

Step 1: Your Organization

Talk about your organization's mission, the clients you serve and how long you've been making an impact in the community. What services do you provide? What cause do you support?

Step 2: About This Project

Describe the purpose of the project and who will benefit from it. Volunteers want to know why their help is crucial, how their efforts will make a difference.

- What task will the volunteer complete?
- Why is this important to do now?
- What will be the impact?
- What will happen if you don't receive the help of these volunteers?

Step 3: General Instructions

Give a step-by-step process on how volunteers will start and finish the project.

- Who is needed for this project? Will they need a team?
- What materials are needed to execute this?
- Set outcome-based goals
- Track the progress to those goals
- Resources for the project such as links, demonstration videos, etc.
- Designate a contact from your organization and drop off location if needed

Step 4: Thank You!

Thank your volunteers for making a commitment to help you. Be sure to include instructions on how they can find other opportunities for your organization.

Posting Tips

Title: Offers insight about what the volunteer will be doing and for whom, without including all the details.

- **Too Long:** "Volunteers Needed To Create Hygiene Kits For Homeless Children And Families In Southern Orange County"
- **Too short:** "Toolkit"
- **Just Right:** "DIY Hygiene Kits For The Homeless"

Sign Ups: The goal is for your potential volunteers to register and sign up in return for information so, try to refrain from having all details in your post.

[Face Mask](#) [Welcome Home](#) [Backpack Kits](#) [Supplies Drive](#)

Questions? Please contact our Volunteer Services Coordinator: Xitlaly Luna at xluna@oneoc.org.