

TOGETHER WE CAN

A GUIDE TO FAMILY SUPPORT VOLUNTEERING

CHECKLIST OF THINGS TO CONSIDER WHEN PLANNING A FAMILY SUPPORT VOLUNTEERING SERVICE

Together We Can is a collection of resources for organisations developing a service where volunteers support families of a child with a life-limiting or life-threatening condition. The resources were developed and tested specifically for this purpose with volunteers working in the homes of a child with a life-limiting condition, but might be useful for any organisation developing volunteer services.

CHECKLIST OF THINGS TO CONSIDER WHEN PLANNING A FAMILY SUPPORT VOLUNTEERING SERVICE

This checklist will help you see where your strengths and weaknesses are when planning your Family Support Volunteering service. Simply tick whether your organisation currently has each thing so you can see any areas to strengthen.

You can use the comments / evidence column to insert notes about what documents, resources and evidence you have available. Links to Together We Can resources are included so you can go straight to sections most relevant to you.

Gathering evidence about the costs and benefits of Family Support Volunteering and using this to plan in a structured manner is essential for showing that the service would be worthwhile and should be resourced. It is also helpful to ensure that families or service users are engaged from the start. Not only can they say what they want but they can also help to campaign for and promote the service.

Things to think about	Yes	Partly	No	Comments / evidence available	For more help click on the links below
Knowing the benefits of Family Support Volunteering					
Do you know the benefits of volunteering services?					Fast facts and figures Volunteering – vital to our future
Do you know examples of where volunteering has worked well?					Case studies
Can you show how a volunteering service would be in line with the aims and priorities of your organisation?					
Do you know the policy drivers and reasons to support volunteering?					Fast facts and figures
Are you in touch with other organisations that have tried volunteering, local volunteer bureaux and others?					Volunteer centre finder
Can you calculate the value that volunteers might add?					Example of value calculation spreadsheet
Knowing the costs of Family Support Volunteering					
Do you know the costs of running a volunteering service?					Example of family support volunteering costs
Have you set aside an adequate budget for your service?					
Have you got enough rooms for training, meetings and any other resources needed?					
Do you have other resources already to support volunteering?					
Have you put together a business case for your service? A business case should summarise the needs to be met, the objectives of the service, the costs, the expected benefits and plans in place for delivery.					Example business case example

Things to think about	Yes	Partly	No	Comments / evidence available	For more help click on the links below
Following a structured planning process					
Do you have a clear idea of the demographics and needs of families or service users?					Example needs assessment survey for families
Do you know what other volunteer support services are available in your area so you are not duplicating?					
Do you know the approaches used by others running volunteering services?					Case studies
Have you swapped tips and ideas with other organisations who have tried this before or who might be interested in working together to support the volunteers and make referrals?					Top tips for developing Family Support Volunteering services Top tips for NHS services
Do you have a step-by-step plan for developing the service?					Step-by-step guide to setting up a Family Support Volunteering Service
Have you set clear and measurable objectives for your service?					Project planning
Have you set a realistic timeline for development?					Project planning
Do you have all the infrastructure you need? (people, trainers, equipment, venues, other resources)					
Do you have a policy for Family Support Volunteering?					Example organisation Family Support Volunteer policy
Do you have all the necessary policies and risk assessments in place?					Running a volunteering service web page

Things to think about	Yes	Partly	No	Comments / evidence available	For more help click on the links below
Personnel					
Is there a senior manager or director who would champion a Family Support Volunteering Service in your organisation? Having senior leaders on board can make a big difference.					
Have you engaged staff and service users in planning the service?					Top tips for engaging staff and families in planning your Family Support Volunteering service
Do you know who the key staff are to engage in the development phase so they will be more likely to make referrals and support the service?					
Are you making best use of staff champions to support the service?					
Do you have someone with ringfenced time to manage the service?					Example job description for Family Support Volunteer coordinator
Do you have a clear management structure for the volunteering programme? (eg who will the coordinator report to?)					
Have you provided training or awareness raising for staff so they know what to expect from the service and don't feel threatened?					Top tips for engaging staff and families in planning your Family Support Volunteering service