

# Skills-Based Volunteering

List volunteer position titles in the appropriate column.

| "EXTRA HANDS" TO DELIVER SERVICES/PROGRAMS                                                                   | HELP WITH INFRASTRUCTURE AND LEADERSHIP                                                                   |                                                                                                                                        |                                                                               |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <i>Hands-on Volunteering</i>                                                                                 | <i>Skills-Based Volunteering</i>                                                                          |                                                                                                                                        |                                                                               |
|                                                                                                              | General Skills                                                                                            | Board Service                                                                                                                          | Pro Bono Professional Expertise                                               |
| <ul style="list-style-type: none"> <li>• T4S Donation Collectors</li> <li>• T4S Backpack Stuffers</li> </ul> | <ul style="list-style-type: none"> <li>• Tutor</li> <li>• Mentor</li> <li>• Crisis Line worker</li> </ul> | <ul style="list-style-type: none"> <li>• T4S - Board members leverage professional networks for donation drop-off locations</li> </ul> | <ul style="list-style-type: none"> <li>• T4S Logistics Coordinator</li> </ul> |

# Organizational Readiness Assessment

This is an excerpt from the on-line Skilled-Based Service Engagement Tool, [www.pointsoflight.org/sbvreadiness](http://www.pointsoflight.org/sbvreadiness), which can help your nonprofit determine how prepared it is to engage skills-based volunteers.

The tool was created by Points of Light and the Taproot Foundation, with support from the ConAgra Foods Foundation and provides tangible recommendations for nonprofits looking to boost their ability to meet their missions by attracting talented professionals as volunteers.

|                                                                                                                                                                                             | Definitely True | Mostly True | Partially True | Not at All True | I'm not sure |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|----------------|-----------------|--------------|
| <b>Organizational Needs Align with Skills-based Volunteering</b>                                                                                                                            |                 |             |                |                 |              |
| Your organization has a list of organizational needs that it would like to address in the next 6-12 months.                                                                                 |                 |             |                |                 |              |
| Tasks and projects on the list are essential to meeting your organization's strategic plan.                                                                                                 |                 |             |                |                 |              |
| Your organization can sort these needs into discrete projects with associated tasks. (Example: annual report, marketing plan, business plan, strategic planning, website development, etc.) |                 |             |                |                 |              |
| <b>Clearly Defined Project Scope</b>                                                                                                                                                        |                 |             |                |                 |              |
| Your organization can clearly state the object of a skills-based volunteer project, including desired short-and long-term outcomes, and the deliverables that are essential.                |                 |             |                |                 |              |
| Your organization's ability to benefit from skills-based volunteer project would not be significantly affected if the timeline need to be adjusted up to 30% longer than anticipated.       |                 |             |                |                 |              |
| The identified project does not require nonprofit sector or issue-area knowledge, beyond what your organization could easily community and share with the skills-based volunteer.           |                 |             |                |                 |              |
| <b>Leadership &amp; Staff Buy In</b>                                                                                                                                                        |                 |             |                |                 |              |
| Your organization's staff and leadership see the value in engaging skills-based volunteers and are supportive of staff who manage skills-based volunteer projects.                          |                 |             |                |                 |              |
| Your organization has an articulated strategy for using skills-based volunteer to build or support organizational capacity.                                                                 |                 |             |                |                 |              |
| Person(s) responsible for managing skills-based volunteer project are trained on how to effectively engage and manage skills-based volunteers or pro-bono projects.                         |                 |             |                |                 |              |