**“Service to Go” Individual Volunteer Opportunity Scoping Tool**

**Date:**

**Non-Profit Host:**

**Person completing the scoping:**

“Service to Go” projects are convenient for volunteers (individuals or teams) who are unable to be onsite at the non-profit; but wish to have an impact in the community. This tool is designed to assist with the development of projects that can be completed by volunteers at their own location that benefit your organization. Examples include: a.) assemble activity kits for children in the hospital – a large Ziploc containing copies of mazes, coloring books, crayons, and small activities that a child can do in a hospital bed; b.) Create cards or placemats as part of the Meals on Wheels delivery to clients; or c.) Make “no sew” blankets for foster youth, etc.. Materials for these projects are frequently provided by the non-profit host.

**Project Information**

1. Describe the project:
2. What are the specific tasks?
3. Who is the lead staff person?
4. How long is the project? (1 hour, half a day, etc.)
5. How much advance notice is needed prior to the project?
6. Is there a deadline for the project?
7. How frequently can the project be repeated? (every day, once a month, once a year, etc.)
8. Define any special skills that are needed:
9. What type of training is provided?
10. Can the project accommodate people of varying abilities (physical)?
11. What are the objectives (e.g. # of kits assembled, # of cards created, etc.)?
12. In what way will volunteers be recognized?

**Group Information**

How many volunteers can participate in this project:

Min \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Max \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the Age Requirement for Volunteers:

What supplies will the group need to provide?

minimum age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with an adult? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_