

## Appendix C: Guidance for Adopting a Volunteerism Program

Some Federal agencies coordinate volunteer opportunities with charities for their employees. If the charity is a CFC-participating organization, employees may pledge the volunteer time during the CFC solicitation period. Agencies which decide to implement this approach must use a fair and open selection process when coordinating volunteer activities. To assure fairness, agencies should not use charity names in communications. Agency officials wishing to coordinate volunteer events should consult with their agency's legal counsel. Federal employees may still volunteer with charities that are not CFC-participating organizations. However, those hours cannot be counted toward CFC goals.

Federal agencies that have established volunteer programs may be required by their agency's legal counsel to track actual hours volunteered as part of agency programs in the limited circumstances where administrative leave is authorized for volunteerism. However, tracking the fulfillment of donors' volunteer hours regarding the CFC program is not currently required. Donors are not offered liability or Workers' Compensation if they are injured while doing volunteer work on their own time.

Agencies may identify volunteer opportunities by asking organizations and team-building activity coordinators to respond to the following questions:

- 1.) How many people will be participating in the volunteer team-building activity?
- 2.) How far are you willing to travel for the event?
- 3.) What is your timeline for participation?
- 4.) About what social cause, if any, is your team the most passionate?

Answers to these questions can then be used to identify a range of CFC-participating charities that meet the criteria by sorting the CFC zone's charity list using the taxonomy codes and locations. Taxonomy codes categorize the types of services that most charitable organizations offer. Once a charity has been identified using this fair and open selection process, the coordinator of the volunteer activity can work with the CFC charity to set up an event and provide the team with the necessary instructions for advertising/participating in the event.

For maximum employee engagement, Federal agencies should provide details about the charity and its volunteer opportunity to employees to enhance recruitment efforts; highlight skills needed to engage in volunteer activities to enhance training impacts; and provide time to debrief, reflect, and/or provide feedback on the experience to enhance the personal connections made with the charities and communities. *See Figure 2.*

## Figure 2: Maximizing Employee Engagement



Provide overview of the charity, purpose of volunteer activity, and their role

### RECRUIT

Providing a systems perspective creates value for any hands-on position and show donor dollars in action



Outline skills aspect of every volunteer position to create development opportunities

### TRAIN

Meeting volunteers at their highest level of contribution creates engagement and mental stimulation



Provide time for reflection after the volunteer experience

### ENGAGE

Discussing reactions and feelings creates personal stories of the heart

Hardin, R. (2017). Volunteerism in the Federal Workplace: A Case Study. Combined Federal Campaign National Training, San Antonio, TX, February 15, 2017.