

Service-Based Volunteerism - Discussion Guide for Corporates

This serves as a guide to aid corporates when thinking about commencing service-based volunteerism in their organisation. The questions and answers will also help in identifying and matching relevant service-based volunteering opportunities.

1. Organisation Profile	Additional Remarks / Notes
Organisation Name:	
Total number employees :	
Potential employee volunteering number:	
2. Does the organisation have any specific cause and/or beneficiaries they would like to volunteer for?	Additional Remarks / Notes
Yes / No	
If "Yes", please state cause:	
3. Does the organisation have an appointed CSR personnel?	Additional Remarks / Notes
Yes / No	
If "Yes", please state:	
Name:	
Designation:	
Contact information:	
4. Does the organisation have any prior experience in service-based volunteerism?	Additional Remarks / Notes
Yes / No	
If "Yes", please state:	
a) Name of organisation(s):	
b) Areas of volunteering:	
5. Is the organisation's senior management supportive?	Additional Remarks / Notes
Yes / No / Unsure	
6. Does the organisation have CSR/volunteering leave?	Additional Remarks / Notes
Yes / No	
If "Yes", please state:	
a) Number of volunteering leave days in a year:	
b) Is the volunteering leave flexible? (e.g. able to break it down into slots):	
7. Does the organisation have any preferred volunteering schedules?	Additional Remarks / Notes
Yes / No	
If "Yes", please state:	
a) Frequency: once a week, once a month, others:	
b) Schedule: weekdays, weeknights, weekends, others:	
8. Are there any challenges that the organisation foresees in service-based volunteering?	Additional Remarks/ Notes