

# VOLUNTEER CONTINUITY PLANNING (VCP)



## INTRODUCTION TO VCP

VCP, a part of Business Continuity Planning (BCP), and is unique to agencies involving volunteers in delivering their services. It aims to help agencies **minimise disruption of services** and achieve a **quicker recovery through effective management of volunteers.**

## WHY PREPARE FOR RECOVERY WITH VOLUNTEERS IN MIND?

- ✓ **Be prepared and ready** for resumption of services
- ✓ **Expand agencies capacity** to meet increased needs
- ✓ Volunteers may bring expertise that can help agencies **meet new needs**
- ✓ **New volunteerism trends** means untapped pool of potential volunteers that agencies can partner with
- ✓ Volunteers are more likely to make **financial contributions**

## VCP FOR THE NEW NORMAL


Key priorities when managing volunteers during crisis and for crisis recovery, a.k.a. Operationalising the Volunteer Management Framework ([Refer to VM Toolkit 2.0](#)) in Crisis

### 1. IMPACT ASSESSMENT & SCENARIO PLANNING

- 1.1 Assess impact of volunteer activity suspension
- 1.2 Plan for varying manpower scenarios

### 3. COMMUNICATION & ENGAGEMENT OF VOLUNTEERS

- 3.1 Update volunteers on agency's plans
- 3.2 Engage volunteers and partners

 [Check out some quick engagement tips here.](#)

### 5. ASSESSMENT OF RESPONSE & RECOVERY PREPARATION

- 5.1 Assess crisis response readiness
- 5.2 Reshape strategy for volunteer continuity

### 2. RISK ASSESSMENT & SAFETY COMPLIANCE

- 2.1 Review risk of new and existing volunteer activities
- 2.2 Prioritise safety and compliance

 [Check out the Volunteer Risk Assessment Matrix template in the attached template on Pg 12](#)

### 4. STAFF ENGAGEMENT & INTERNAL RESOURCING

- 4.1 Engage staff and get buy-in
- 4.2 Source and gather internal resources

### \* CORPORATE PARTNERS ENGAGEMENT

- Share the impact of the crisis on your services and operations
- Provide practical ways for them to support your work - donation and volunteering opportunities
- Explore how they can be your connector - to their clients, suppliers etc



[Refer to the VCP Guide](#) to be prepared and ready for better volunteer management post-recovery!