

What could volunteers do for you?

Remember, volunteers can help assist the organisation and its paid staff to work better. Use the table below to help you identify ways in which volunteers could help compliment your work.

Type of task	No. of hours/week	Weekly	Monthly	Less Often	Inside/Outside the office
Photocopying					
Filing					
Mailings					
Typing/Admin duties					
Database Maintenance					
Library Maintenance					
Basic Equipment Maintenance					
Grounds Maintenance					
Reception Duties					
Driving					
Fundraising					
Event Planning					
Research					
Training					
Other					

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