

GENERAL SERVICE ACTIVITIES

The general service activities described below are taken from the [Bonner Foundation's AmeriCorps program](#). Please use this tool to guide community members toward potential capacity building opportunities and to describe to members to available capacity building service activities.

Volunteer Management

Coordinating/managing service program:

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|--|---|
| <input type="checkbox"/> Program Coordination/management | <input type="checkbox"/> Update volunteer training/curriculum |
| <input type="checkbox"/> Improve systems for volunteer supervision | <input type="checkbox"/> Update volunteer policies and procedures |
| <input type="checkbox"/> Train staff to work with volunteers | <input type="checkbox"/> Evaluate volunteer program |
| <input type="checkbox"/> Improve volunteer tracking | <input type="checkbox"/> Implement a volunteer impact assessment |

Volunteer Recruitment:

- | | |
|---|---|
| <input type="checkbox"/> Improve volunteer recruitment plan | <input type="checkbox"/> Volunteer recognition activities |
| <input type="checkbox"/> Recruiting community volunteers | <input type="checkbox"/> Improve volunteer placement system |
| <input type="checkbox"/> Recruiting student volunteers | <input type="checkbox"/> Volunteer communication tools |

Training and Program Development

- | | |
|--|---|
| <input type="checkbox"/> Organize staff or volunteer training workshops | <input type="checkbox"/> Develop operations manual for new or existing program(s) |
| <input type="checkbox"/> Develop new training modules | <input type="checkbox"/> Develop or implement new programs |
| <input type="checkbox"/> Develop curriculum for new or existing program(s) | |

Fundraising

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Organize/support fundraising events | <input type="checkbox"/> Write grants |
| <input type="checkbox"/> Identify grant or other funding sources | |

Communications

Website and social media development: Assistance with website or social media

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|---|--|
| <input type="checkbox"/> External website | <input type="checkbox"/> Blog |
| <input type="checkbox"/> Facebook/Google+ | <input type="checkbox"/> Web-based community forum |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> webinars |

Communications: Setting up or improving on-going communications with partners or volunteers, including:

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|--|---|
| <input type="checkbox"/> e-mail lists | <input type="checkbox"/> identifying potential partners |
| <input type="checkbox"/> document sharing platform | <input type="checkbox"/> brochures, newsletter, marketing materials |
| <input type="checkbox"/> basic wiki page | |

Meeting logistics and support: Assistance with organizational or networking meetings or community forums:

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|--|---|
| <input type="checkbox"/> Managing invitations | <input type="checkbox"/> Taking meeting minutes |
| <input type="checkbox"/> Finding meeting space | <input type="checkbox"/> Follow-up mailings |

Research

Community-based Research: Carrying out community-based research project(s), including:

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|---|---|
| <input type="checkbox"/> Surveys | <input type="checkbox"/> Program assessments or evaluations |
| <input type="checkbox"/> Data Analysis | <input type="checkbox"/> Data collection for tracking/reporting |
| <input type="checkbox"/> GIS Mapping | <input type="checkbox"/> Develop or improve database |
| <input type="checkbox"/> Oral Histories | |

Policy research: Carrying out policy or program research on:

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|--|--|
| <input type="checkbox"/> Issue briefs | <input type="checkbox"/> Organizations |
| <input type="checkbox"/> Funding opportunities | <input type="checkbox"/> Regulations |
| <input type="checkbox"/> Current studies or evaluations | <input type="checkbox"/> Legislation |
| <input type="checkbox"/> Evidence-based practices/model programs | <input type="checkbox"/> Identifying upcoming meetings/conferences |