



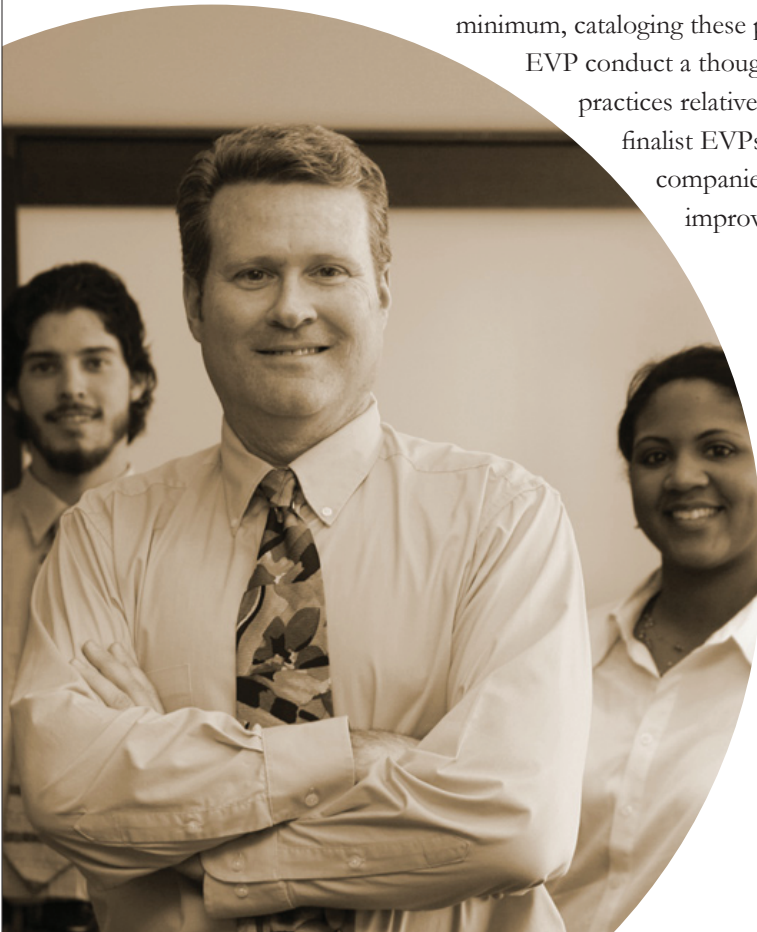
Benchmarks of Excellence Checklist: Compare the Practices of Your Employee Volunteer Program to Those of Award-Finalist Companies

Background

This document presents the key common practices of excellent Employee Volunteer Programs (EVPs). Specifically, it contains a checklist of 14 practices employed by at least two-thirds (67%) of the 36 companies selected as finalists by an independent panel of judges in the 2005 and 2006 Awards for Excellence in Workplace Volunteer Programs. This award is managed by the Points of Light Foundation.

This is the fourth publication in the Benchmarks of Excellence series and it summarizes the award-finalist EVP practices presented in the three previous publications. The first three publications described award-finalist EVP (1) structure (2) volunteer activities and (3) policies and procedures.

It is not known whether the common practices presented herein are responsible for the excellence of the award-finalist EVPs. Nevertheless, at a minimum, cataloging these practices can help an EVP conduct a thoughtful review of its own practices relative to those of award-finalist EVPs. This analysis may help companies identify and plan EVP improvements.



Learn more about
employee volunteering at:
www.handsonnetwork.org

HandsOn Network
600 Means Street, Suite 210
Atlanta, GA 30318

Checklist of Excellent EVP Practices

EVP Structure

Benchmarks of Excellence

At least two-thirds (67%) of award-finalist EVPs employ each of the practices below.

Comparison

True for my EVP?

Analysis

If yes, is it working well? If no, would it strengthen the EVP to incorporate?

1. HOME of the EVP is in an externally-focused department such as community relations department or company foundation (versus HR or communications, for example).

- Yes
 No

2. NAME is distinct (as opposed to simply being “the volunteer program”) such as Disney’s VoluntEARS, Nike’s Expand Your Playing Field and Washington Trust’s Reach for the Stars programs.

- Yes
 No

3. STAFF size is at least one full time position for every 50,000 employees for workplaces with more than 10,000 employees and one full time position for every 4,900 for workplaces of fewer than 10,000 employees (this staffing excludes employee volunteer committees, external consultants, outsourcing to volunteer centers and all other non-staff assistance).

- Yes
 No

4. VOLUNTEER COUNCILS, made up of employees and sometimes others, support staff with the leadership, management or operations of the EVP.

- Yes
 No

5. OPERATING BUDGET is at least \$14 per employee (not per volunteer) for workplaces with more than 10,000 employees and of at least \$45 for workplaces with fewer than 10,000 employees (excludes salaries, dollars-for-doers grants and other items outside of day-to-day operations).

- Yes
 No

Magnitude of Volunteering

6. DOCUMENTED PARTICIPATION in EVP-managed activities (excluding volunteering employees do independently of the company) is at least 17 percent of employees annually.

- Yes
 No

7. AVERAGE VOLUNTEER HOURS among employee volunteers is at least 10 and across all employees, whether they volunteer or not, is at least four.

- Yes
 No

Nature of Volunteering

Benchmarks of Excellence

At least two-thirds (67%) of award-finalist EVPs employ each of the practices below.

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If yes, is it working well? If no, would it strengthen the EVP to incorporate?

8. BUSINESS BENEFITS of employee volunteering, such as teambuilding or leadership skill development, are promoted.

- Yes
 No

9. INTEGRATION of EVP into business operations is achieved by working with HR, corporate communications or other departments.

- Yes
 No

10. GROUP VOLUNTEER EVENTS are offered, such as house builds or team walks to raise funds and awareness for a cause.

- Yes
 No

11. ONGOING VOLUNTEER OPPORTUNITIES are offered, such as mentoring or board service.

- Yes
 No

12. BOARD SERVICE OPPORTUNITIES are offered.

- Yes
 No

13. UNIQUE COMPANY-ALIGNED "IMPRINT" is placed on the EVP, such as offering health-related travel service sabbaticals at BD, a global medical technology company, or focusing on housing at Freddie Mac, a mortgage company.

- Yes
 No

Policies and Procedures

14. AWARD PROGRAM exists to honor exceptional employee volunteers.

- Yes
 No

TOTAL YESES

If total yeses is at least 12, your EVP's key practices are comparable to those of award-finalist companies. That is, award-finalist EVPs employ, on average, 12 (85%) of the above practices.

Some figures, such as staff size and participation rate, differ from those in other Benchmarks of Excellence publications because they are the result of different statistical computations. Previous publications focused on average values (means). This publication presents values that hold true for two-thirds (67%) of award-finalist EVPs (67th percentile).

References

The following publications, on which this checklist is based, can be consulted for details on the practices of award-finalist EVPs:

- Points of Light Foundation. (2007). "Magnitude and Nature of Volunteering at the Best Employee Volunteer Programs." *Benchmarks of Excellence* series. Washington, DC: Points of Light Foundation.
- Points of Light Foundation. (2007). "How the Best Employee Volunteer Programs Structure Themselves." *Benchmarks of Excellence* series. Washington, DC: Points of Light Foundation.
- Points of Light Foundation. (2007). "Policies and Procedures of the Best Employee Volunteer Programs," *Benchmarks of Excellence* series. Washington, DC: Points of Light Foundation.



This report is based on the Employee Volunteer Programs recognized as "Excellent EVPs" by virtue of being selected as finalists in the 2005 or 2006 Points of Light Foundation Awards for Excellence in Workplace Volunteer Programs:

AAA of Northern California, Nevada, and Utah

AARP

Accenture

Aetna

Albertsons

BD

Cisco

Citizens Financial Group

City of Jacksonville

Colorado Springs Utilities

Crescent Real Estate Equities

Deloitte & Touche USA LLP

Eat'n Park Hospitality Group, Inc.

Federated Department Stores, Inc.

Freddie Mac

Georgia Natural Gas

Hasbro, Inc.

Memorial Healthcare System

Microsoft Corporation

New York Life Insurance Company

Nike, Inc.

PNC Financial Services Group

Portland General Electric

Provident Financial

SRP (Salt River Project)

Starbucks Coffee Company

Target

The Home Depot

The McGraw-Hill Companies

The Timberland Company

The Walt Disney Company

The Washington Trust Company

UPS

Wells Fargo

Weyerhaeuser Company

Xerox Corporation