Making an Inquiry about Volunteering

Volunteering will give you learning opportunities that last a lifetime.
As a volunteer, you:

- learn to understand people better, motivate others and gain confidence in dealing with others
- develop communication skills in public speaking, writing, conducting meetings and public relations
- find out about issues such as health, women, politics, criminal justice and the environment
- explore your own strengths, use your skills and experiences and improve job opportunities through networking

So how can I get started?

Your volunteer role should be suited to you! To find the right fit, take time to consider what you have to offer and what you want to learn. You will need to assess your skills, decide on what you want to accomplish, and link your interests with an eligible volunteer activity.

You will need to research volunteer activities in the Pleasant Valley community. We have provided you with a list of social service agencies on the pathfinder. Jot down several names and telephone numbers that you are interested in contacting. You certainly do not have to adhere to this list only. You may have some ideas of your own. Check them out! Just remember that you need to have your volunteer placement approved by the PV office before you begin.

What questions should I ask when inquiring about volunteer placement?

- Is your agency/organization accepting volunteers?
- What are your hours of operation?
- What time during your hours of operation are volunteers needed the most?
- How will my volunteer work help fulfill your organization’s mission?
- What skills will I be able to use or develop?
- May I set up an appointment to meet with you to discuss volunteering?
- Will I need to attend a volunteer training session before I begin?
- Who will my supervisor be?
- Are there any dress codes that I need to be aware of while volunteering?
- Do I need to fill out any forms in order to get started?
- How many volunteers are involved in this agency/organization?

Go ahead, make the inquiry!

- Contact the agency/organization by telephone
- Introduce yourself using your first and last names
- Explain why you are calling and mention the school’s name and that you are working on completing your Graduation Project Community Service hours
- Be courteous and thank the person for their time
- Keep a calendar handy in the event you get an appointment or need to place a follow-up call

Adapted from Peel District School Board, Ontario, Canada, June 2009.