



National Volunteer Week

19-25 MAY 2025

Connecting Communities **Week**

National Volunteer Week 2025 Event Planning Guide

Step 1: Set Your Event Goals

Before planning your event, define what you want to achieve:

- Celebrate and thank volunteers (appreciation events, awards, gifts)
- Promote volunteering (open days, volunteer expos, info sessions)
- Engage the community (clean-ups, skill-sharing, social events)

Tip: Keep it simple! Even a small gesture can have a big impact.

Step 2: Choose Your Event Type

Volunteer Appreciation and Recognition

- Host a morning tea, barbecue, or awards night.
- Create thank you videos and social media shoutouts.
- Send handwritten thank you notes or small gifts.

Volunteering Promotion and Community Engagement

- Run a 'Bring a Friend' Volunteering Day.
- Host a volunteering expo or open day.
- Partner with local media to share volunteer stories.

Interactive and Fun Events

- Organise a volunteer Q&A or panel discussion.
- Host a skill-sharing session (e.g., digital skills, gardening, cooking).
- Plan a volunteer challenge or scavenger hunt.

Tip: Align your event with the **Connecting Communities** theme by bringing people together.



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Step 3: Plan the Details

- **Set a Date and Time** – When will your event take place?
- **Book a Venue** – Will it be in-person or virtual?
- **Create a Budget** – Do you need funding or sponsorship?
- **Organise Guest Speakers** – Will someone share their volunteer journey?
- **Promote Your Event** – Use NVW-themed invitations and promote on social media, newsletters, and flyers.

Tip: Create a checklist to stay on track.

Step 4: Promote Your Event and Get People Involved

- **Social Media:** Post updates using #NVW2025
- **Email Newsletters:** Send invitations to your volunteers and supporters.
- **Community Boards:** Put up posters in libraries, cafes, and workplaces.
- **Local Media:** Contact radio stations and newspapers for coverage.
- **Website:** List the event on your organisation's website.

Tip: Encourage attendees to register so you can plan ahead.

Step 5: Celebrate and Thank Volunteers

- **Recognise Their Contributions** by giving out certificates or awards.
- **Capture the Moment** with photos and share them on social media.
- **Say Thank You** with a heartfelt speech or small token of appreciation.
- **Follow Up** with a thank you email and keep the conversation going.

Tip: Ask for feedback to improve future volunteer events.

Downloadable Resources

- Event Planning Checklist
- Volunteer Appreciation Certificate Template
- Social Media Graphics for NVW2025

**For more inspiration and resources, visit
volunteeringaustralia.org**