

Alliance for Inclusion Advancement-Hawaii

Seven Match Making Meeting Tips

Plan Ahead – Plan the Match Making meeting at least three weeks in advance. Generally, staff members need advance notice in order to participate.

Be Clear – Be clear about what you want. For example, state how many volunteers you need and provide job descriptions for these positions. This information would include who would provide volunteer management. Provide specifics such as where the volunteers will work and whether the volunteer work is episodic, group work or other. Include incentives you might be able to offer volunteers such as a stipend or free admission to an event.

Make their time worthwhile – Invite the organizations to plan the agenda ahead of time so that all parties involved are included. (Please refer to match making responsibilities.) It's a great time to find out what you need to bring to the meeting to address the ideas, concerns and questions of attendees.

Time management – Make good use of your time available. If you invite more than one organization to the Match Making meeting you will have more opportunity for more volunteers. You might not want to invite more than three to four organizations that provide volunteers to keep the meeting simple to avoid confusion.

Send them away with something – Provide something of value to each organization. For example, each organization should know by the end of the meeting whether a match is a possibility and the meeting has been worth their time and energy. You may want to recap at the end of the meeting to clarify what each organization will do. For example, the Veterans Administration agrees to refer 30 screened volunteers for placement in September and November to work at the election polls.

Show Appreciation – If at all possible, provide light refreshments at your meeting. Send thank you notes to show appreciation. It is also a great way to keep in touch.

Keep in touch – Schedule follow-up meetings as needed to clarify any loose ends that have not yet been clarified. Keep in touch with organizations via telephone and email messages. Keep in touch with the AIA-HI staff and let us know how the match is coming along. The AIA staff would like to know how many volunteers were placed and how many hours served.

June 1, 2006

