



Team Building Checklist

Consider these tactics to build community and teams when partly or entirely virtual. Add your current practices to each or include ideas to enhance your community building efforts.

Communicate Effectively

- Provide a designated contact person.
- Share general information with all volunteers – regardless of where or how they complete their work.
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Create and Reinforce a Team Identity

- Formalize entry into the community through orientations, welcome emails, or other forms of official initiation.
- Share other visual indications of who is a member of the volunteer community, such as a listing of new volunteers in the organizational e-newsletter or introduction to others on the team.
- Create and share “insider” resources such as e-newsletters, a member-only social media page, or other benefits to being part of the volunteer community.
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Build Relationships

- Provide opportunities to convene and get to know one another.
- Create study groups, book groups, or other peer groups to share experiences or learn together skills or research that can inform their work as volunteers and staff.
- Build small but meaningful rituals in virtual team meetings, such as check ins or wrap up activities for each convening.
- Invite volunteers to the department meetings or team convenings of staff with whom they partner.
- Assign new volunteers a buddy or mentor from among the more experienced volunteers to provide support and connection.
- Schedule one-on-one time with volunteers, through video calls, telephone calls, or other means.
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