The most important aspect of any volunteer engagement is having a mutual understanding about what is required, and being able to deliver it in the specified timeframe. Your work is important and valued, and we want to make sure that your experience is the best it can be by making expectations as clear as possible whether you are working virtually or on-site. Many volunteers who are traveling to a work-site find the Volunteer Checklist below to be a helpful guide for clarifying these expectations and conditions of the work-site. It’s helpful to remember that the majority of Ashoka Fellows work in under-resourced and undeveloped areas, so along with your commitment, please bring your empathy, flexibility, team spirit, and good humor. We look forward to welcoming you into our Changemaker community as an Ashoka Volunteer!

**VOLUNTEER CHECKLIST**

**Volunteer Project**

1. What is the specific activity or project I will be undertaking?
2. Does it have a timeframe for completion?
3. What days and hours will I be expected to work?
4. Who will be my supervisor?
5. Are volunteer evaluations conducted and if so, how often?
6. If there is a stipend, how much will it be and when will I receive it?
7. What are the measures you will use to consider my time with you and your organization a success?

**Volunteer Requirements**

1. What skills must I have to do the job well?
2. What languages and levels of fluency are required to do the job well?
3. What costs should I be prepared to cover during my stay?

**Infrastructure**

1. Will I have a specific workspace?
2. Will it have a computer and will I have internet access?
	* 1. How many staff members are there in the organization? How often does the staff meet together?
3. Is there cell phone reception? If not, what is a landline number where I can be reached or place outgoing calls?
4. How do I reach the volunteer site? Directions?
5. Will I be met at the airport? How far away is the airport from where I will be working?
6. Is there public transportation easily available? How much does it generally cost?
7. Are there medical services nearby? Where is the nearest hospital?
8. Is there a post office, pharmacy, grocery store, laundromat, or a bank nearby? If not, how far away are they and how would I reach them?

**Accommodation**

1. Can you provide housing? If so, where exactly will I be living and with whom? What is their contact information?
2. If it’s not provided, what are some available housing options and what do they cost? Can you put me in touch with them or reserve a space on my behalf?
3. Will I have my own room or will I be sharing with someone else?
4. Will I have the use of a kitchen?

**References**

1. Have you had volunteers before?
2. Will you share with me names and contact information for one to three previous volunteers who I can talk with to learn more about the volunteer experience?