



## Tips for hosts

- When your volunteers arrive, greet them with a smile and make them feel welcome.
- Make sure that you are well prepared and have enough tasks and tools available for the job and the number of volunteers that you are expecting.
- Spend a bit of time thinking about how to streamline tasks to make the work more efficient and easy for volunteers eg have one group of volunteers digging holes, one group laying out plants, one group planting and one group watering.
- Make sure that your volunteers have been given clear instructions on what you want them to do – they can only do what you ask them.
- Give demonstrations of tasks. Ask your volunteers to show you that they learnt so that you can see that they know what to do.
- Vary the tasks so that your volunteers don't get bored.
- Include a break so that volunteers can rest, have a chance to talk to each other – this means they are learning and having fun.
- About 4 hrs is a reasonable time to expect people to volunteer.
- Say thank you – most volunteers will volunteer again if they feel appreciated.