

## GRAPHIC DESIGN

- g** Create 1-3pg organization impact reports with community data  
Design Canva templates of logos and images for social media campaigns
- g** Design infographics focused on organization or community issue

## MEETING SUPPORT

- Schedule meetings and distribute agenda  
Take notes and distribute minutes  
Manage Zoom technical issues
- g** Create policy briefs or PowerPoint presentations on meeting topics

## COMMUNICATIONS

- Update and personalize GivePulse page and events  
Create custom Microsoft Word and Powerpoint templates with organization logo and style  
Upgrade communication platforms for email campaigns, social media, and presentations
- g** Produce videos of client or staff testimonials, event highlights, webinars, etc.

## ACCESSIBILITY

- g** Add closed captions to organization videos  
Check websites and documents for visual accessibility
- g** Translate documents into various languages

## DATA & RESEARCH

- Build and distribute surveys to volunteers and/or clients about needs and experiences
- g** Collect shareable oral histories from clients, board members, staff, and volunteers  
Analyze program data for opportunities and challenges  
Research and synthesize guidelines and best practices  
Data entry and analysis using Excel and other platforms

## OUTREACH

- g** Host online fundraisers or donation drives
- g** Create a social media campaigns about the organization or social issue
- g** Create advocacy materials like letters to the editor or templates to call representatives
- g** Record music or theater performances

## ENGAGEMENT

- g** Produce personalized volunteer recognitions  
Call or write clients and volunteers  
Gather and share self-advocacy resources
- g** Complete craft projects (e.g. sewing masks, making animal toys, making blankets, etc.)
- g** Create webinars for volunteer training and education  
Deliver meals or other supplies  
Provide online tutoring or mentoring



# REMOTE SERVICE PROJECTS

Are you looking for ways to remotely engage interested volunteers?

There are many ways remote volunteers can support your organization's mission without overloading your volunteer management capacity.

OCE staff are glad to talk to you about any remote service opportunities as well as project templates and resources we have to support you in remote engagement.

We believe that building meaningful remote engagement opportunities now will have long-term positive outcomes for our community partners and communities.

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**g** Projects well suited for groups

Suggestions from William & Mary  
Office of Community Engagement