



VOLUNTEER ACTIVITY OR EVENT GUIDELINES AND CHECKLIST

Below are guidelines and a checklist for Employee Resource Groups (ERGs) to follow when planning an event during working hours. These guidelines have been established to create consistency in planning, to avoid overlap of events and to encourage collaboration between Employee Resource Groups.

- As part of our mission of making lives better, employees are encouraged to participate in volunteer activities throughout and in support of our communities
- Oftentimes, these activities take place during working hours and supervisor approval must be obtained prior to registering to volunteer
- ERGs should coordinate with one another to avoid overlap and a surplus of employees taking time from their usual work responsibilities at once, thus avoiding a gap in the department/Company's productivity. As a best practice, there should be no more than four volunteer activities in one month
- Typically, the best days for events are mid-week, as Mondays and Fridays are busy for field and customer service center employees. Best practice is emailing Heather Doyle-Conley and Barry Leezer to confirm that employees will be permitted to participate in the activity. Reserved spots for field and CSC employees during larger events are ideal with coordination by Barry and Heather
- Communications Department should be given two weeks minimum notice for masthead promotion on PeoplesPlace
- As event follow-up, submit photos to Communications@peoples-gas.com to be highlighted on PeoplesPlace, in People@Peoples or on social media

Planning an Event Checklist

- **Beginning phases of event planning:** Several steps should be taken prior to solidifying a date for an activity. Consideration should be given when selecting a date toward the availability of field and CSC employees, as well as being cognizant of other events occurring during that time.
 - Have you obtained multiple dates for potential volunteer activity from outside organization (i.e. Habitat for Humanity, HEARTH, Pittsburgh Zoo and PPG Aquarium)?
 - Have you confirmed that no other activities are occurring this day?
 - Check ERG calendar
 - Email chairs of ERGs to confirm
 - If planning a large activity (Wild Earth Day, River Clean Up, etc.), have you contacted Heather Doyle-Conley and Barry Leezer to confirm availability of their staff and to secure spots?

- **Promotion of Event:** The PeoplesPlace masthead is scheduled weeks in advance and there is not always availability to promote an event with short notice. When planning an event, consideration should be given to the Communications department in terms of promoting the event online. **Please note that event promotion requests given with less than two weeks of notice will not be given priority in scheduling masthead promotion on PeoplesPlace.**
 - Have I or has a member of my ERG updated the individual ERG page with event details?
 - A member(s) from each ERG has been trained in making updates to his or her individual ERG page. If training or retraining is needed, contact Alyssa Kruse-Abel
 - Do I have full event details, including date, time, location, suggested attire and event coordinator?
 - Provide photos, if available
 - Am I providing this request at least two weeks before promotion should begin?
 - Do I want this event to be advertised using other methods, including reminder mastheads and promotion in monthly digital newsletter?
 - Include this information with initial request