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| **Budget Checklist for Community Volunteers Supporting Case Management** |

**Definition:** the Budget Checklist for Community Volunteers Supporting Case Management summarizes the necessary costs for a case management program that ethically engages community volunteers.

**Purpose of the Tool:** to create a clear plan with program design, finance, operations, and human resource colleagues on what minimum financial resources will be required for a CPCM project that is supported by community volunteers.

**When to use this tool:** the financial resources tool is particularly useful when designing a CPCM project that engages community volunteers. It can also be used to advocate with the CP organization’s management team, policy makers, or donors.

**Guidance**: the items listed in this tool are meant to be *incorporated into a larger CPCM budget*. Note, there are no budget lines for filing cabinets, tablets, laptops, etc. as community volunteers typically should not be responsible for case management forms, nor data entry into systems such as the CPIMS+.

**Budget Checklist for Community Volunteers Supporting Case Management**

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|  | **Item** | **Explanation** |
|  | **(If applicable) volunteer stipends or incentives** | |
|  | Incentives for community volunteers (depending on their role description) | The number of community volunteers needed will depend on their planned tasks and the area of coverage.  The remuneration amount must be fair and should reflect the time commitment expected. |
|  | **Identifying and recruiting volunteers** | |
|  | Volunteer recruitment posters/ advertisements | To identify and nominate volunteers with community members. |
|  | Refreshments or materials for community meetings to identify and select volunteers | When inviting the community to gather to identify and select volunteers, it might be appropriate to bring posters and leaflets to explain the roles of community volunteers. If appropriate in the context, consider providing refreshments. |
|  | **Training, peer support, and supervision of volunteers** | |
|  | Workshops and training materials | Flip chart papers, flip chart stands, markers, notebooks and pens for training for community volunteers and the case management staff who work with volunteers. |
|  | Refreshments during trainings, workshops, peer support meetings | Workshops, meetings and trainings should include refreshments, as part of appreciating volunteers’ important roles |
|  | Certificates | Community volunteers should receive certificates with clear documentation of the training outcomes in order to support their career development |
|  | Cards laminated with rings | For the contents of the cards, see the training manual for Community Child Protection Volunteers |
|  | Translation of training materials | All guidance and materials for community volunteers should be made available in their local dialect so they fully understand concepts around child protection and case management. |
|  | **Transportation** | |
|  | Bus passes, bicycles, motorcycles | For community volunteers to reach children who live in hard-to-access locations. The appropriate mode of transport will vary according to the context |
|  | **IT** | |
|  | Mobile phones | Community volunteers need to have access to mobile phones to communicate immediately about critical cases if needed |
|  | Phone credits | To be provided especially in remote or limited access settings |
|  | **Office set-up and stationary** | |
|  | Office space | Including chairs, desks, and space for community volunteers to meet together and with the larger CP team |
|  | Community volunteer feedback box | Should be accessible to all community volunteers in an office, or another safe location |
|  | Child and community feedback boxes | Should be available for the broader CP organization’s work and accessible in all communities served |
|  | Folders, notebooks, paper, pens, markers | Community volunteers should not be expected to complete case management forms. However, they may have simple reporting documents that will need to be completed and kept confidential. |
|  | White board and markers | For planning purposes |
|  | **Materials for community activities** | |
|  | Visibility for community volunteers | Vests, hats, t-shirts, etc. to clearly identify that the community volunteer is representing the organization |
|  | Protective equipment | This might include boots, rain-coats, masks, hand sanitizer, etc. depending on a safety and risk assessment |
|  | Identification cards | With the image of the volunteer, their role, and the logo of the organization |
|  | Posters | To raise awareness on the roles of community volunteers including what community members should expect from volunteers and inform community members how use feedback mechanisms |
|  | Child support kit | May include markers, crayons, simple art supplies to support home visits and communication with children |