To: Stacey Hunt, Vice President of Product Services
From: Lisa Wong, fourth year UBC computer science student
Date: October 3, 2015
Subject: Proposal for implementing a corporate volunteer program at Collabware Software

Introduction

Employee satisfaction is an important aspect for all employers because studies have shown that companies with more satisfied employees perform better. Happier employees are generally more productive and engaged in their work. On the other hand, disengaged employees can negatively impact the company as a whole. Research shows that unhappy employees are more likely to quit their jobs earlier and less productive at work. According to one study, companies with more unsatisfied employees started seeing a decrease in their operating income. Employers should think of solutions to increase the happiness of their employees to make their company more successful.

Statement of Problem

Collabware Software currently does not have a corporate volunteer program in place. While working at Collabware, I noticed my coworkers were professional and dedicated to their work. However, there was a lack of team activities outside of work. It was difficult to organize activities outside of work as everyone had different schedules.
The problem I am aiming to address is improving employee satisfaction through giving back to the community.

Proposed Solution

A proposed solution is to implement a long term corporate volunteer program at Collabware Software and allocate work hours for employees to volunteer at non-profit organizations of their choice. Studies show that 93% of employees who participate in volunteer activities with their company are more satisfied with their employer. It was also found that 57% of the employees who appreciate their company's commitment to the greater community are more engaged at work.
My implementation will include the number of hours the employees can volunteer each month, types of suitable volunteer organizations and activities, and whether the team should volunteer together or individually. The implementation will be based on the employees' feedback obtained from the surveys and interviews.

Scope

To assess the feasibility, I plan to pursue six areas of enquiry:

1) How many hours do employees want to volunteer each month?
2) Are employees interested in giving back to the community?
3) What types of volunteer activities is everyone interested in?
4) Do employees want to volunteer together as a team or individually?

5) Would allocating some work hours for volunteering put the team behind schedule too much?
6) Would employees be expected to work additional hours to make up for volunteer hours?

Methods

My primary data sources will be conducting surveys and interviews with the employees and the management team at Collabware. If resources are available, I would like to interview some local technology companies who participate in employee volunteer programs to gain some insight on what makes their programs successful.

My Qualifications

I am a fourth year computer science student who has worked for eight months at Collabware as a junior software engineer. Throughout my post-secondary education, I have volunteered for several non-profit organizations such as hospitals and service clubs at UBC. Through volunteering, I have improved my communication skills, confidence and have met people from different backgrounds. I feel a sense of satisfaction when I see others benefit from my help. My goal is to encourage others to experience a similar sense of satisfaction from helping the community.

Conclusion

I believe Collabware will increase employee satisfaction and brand awareness from regularly allocating time for their employees to give back to the community.

Sources
Chatroop, Lisa. "Workplace Happiness: The High Cost of Unhappy Employees (INFOGRAPHIC)." *GoodCo*. 13 Nov. 2013. Web. 2 Oct. 2015. <http://good.co/blog/2013/11/13/workplace-happiness/>.

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