

## VOLUNTEERING AND YOUR SCORECARD I: FIND SKILL-BUILDING VOLUNTEER WORK FOR YOUR DEVELOPMENT PLAN

*“Carefully selected volunteer experience is a new fast track for high-potential managers. It can be both a training ground and proving ground for a company’s best people. Three to five years of volunteer work can provide management experience most corporations couldn’t provide over 20 years, if at all.”* Wall Street Journal

Go to Aetna Employees Reaching Out (<http://aetnet.aetna.com/aero>) for more information.

If within this Competency...	You want to develop the following skill (Category)...	Then, you may want to select the items below from Development Plan Tactics available through e.service ( <a href="https://eservice.aetna.com/">https://eservice.aetna.com/</a> )...	Level
<b>Benefits Management</b>	<b>Ensuring Ethical Decisions</b>	Work with youth prevention programs such as pregnancy prevention programs drug abuse prevention programs or violence prevention programs.	A
	<b>Supporting Medical Practice</b>	Serve as an executive director or on the Board of Directors of a nonprofit organization in the health or health benefits field.	M
<b>Leadership</b>	<b>Anticipating &amp; Innovating</b>	Volunteer for an organization that works closely with people unlike yourself (culturally, ethnically, racially, economically, etc.).	A
		Conduct brainstorming sessions with your department to determine the volunteer cause you will adopt.	A
		Chair a fundraising committee for a nonprofit organization.	F
		Serve on a long range planning committee for a nonprofit organization.	M
	<b>Collaborating for Results</b>	Work with a larger nonprofit organization to produce a quarterly or monthly newsletter encouraging various departments of the nonprofit to submit articles.	A
		Volunteer your time at a Senior Citizen home as a recreation coordinator.	A
		Serve on a PTA school committee.	F
	<b>Creating Accountability</b>	Volunteer as a youth mentor.	F
		Encourage your unit/department to volunteer on a regular basis with a specific organization. For example coordinating co-workers to volunteer for weekly tutoring sessions at a local school on a rotating basis.	M
	<b>Delivering Profit &amp; Performance</b>	Serve as an executive director for a nonprofit organization.	A/F
		Conduct a cost-benefit analysis for a nonprofit organization's program (e.g. Fundraising Project Marketing Campaign).	F
		Chair a strategic planning or long-range planning committee of a board of directors for a nonprofit organization.	F
	<b>Demonstrating Business &amp; Industry Acumen</b>	Become a patient representative at a local hospital by visiting the patients/relatives; inform them of the process by which their concerns/grievances can be addressed.	A
	<b>Demonstrating Business &amp; Industry Acumen</b>	Share your business skills including IT, communications, finance, project management etc. with a nonprofit.	A
		Be a volunteer coordinator at a local hospital shelter child tutor services etc.	A
	<b>Developing &amp; Executing Strategy</b>	Direct or co-direct a strategic planning process for a nonprofit organization.	A
Chair a special event for which there is a measurable goal (e.g. fundraiser or a drive to collect goods).		A	
Chair a special event for which there is a measurable goal for a nonprofit organization. For example a fundraising event or a drive to collect items.		F	
Chair a strategic planning committee for a nonprofit organization.		M	

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<b>Leadership (continued)</b>	<b>Driving Change</b>	Create & manage a public relations campaign for a nonprofit organization.	A
		Mentor a high school student through the college application & financial aid process.	A
		Start a community transformation project in your neighborhood (e.g. turning an empty lot into a playground).	A
		Volunteer for an organization that works closely with people unlike yourself (culturally, ethnically, racially, economically, etc.).	F
		Support community tradition such as: a community garden after school tutoring program for youth community festival or event celebrating diversity.	F
		Volunteer to participate in projects or activities that support the change effort.	F
		Serve on a long-range strategic planning committee for a not-for-profit organization.	M
		Conduct a survey or focus group to assess volunteer client or nonprofit staff satisfaction with an event or organization.	M
	<b>Engaging &amp; Developing People</b>	Become a volunteer coordinator for a youth leadership training program.	A
		Become a volunteer coordinator for a nonprofit organization.	A
		Become a supervisor at volunteer events for a nonprofit organization.	A
		Join a nonprofit organization (with youth senior citizens or mentally challenged adults) where you help the members to utilize their skills to complete a project.	A
		Become a literacy volunteer.	M
		Serve as a career counselor.	M
		Serve as a volunteer on a homework technical helpline.	M
		Serve as a homework tutor at a local school.	M
<b>Sales</b>	<b>Building Long-term Relationships</b>	Lead a canned food drive that engages people from different organizations & businesses.	A
		Become a mentor.	A
		Serve on a Parent Teacher Association (PTA) school committee.	A
		Serve as an in-kind donation coordinator for a nonprofit organization. Work with companies to donate goods & services to the organization.	F
		Serve on a Neighborhood Block Watch team.	M
		Coordinate a multi-sponsored event such as an "a-thon" for a nonprofit organization.	M
	<b>Consulting for Solutions</b>	Serve as a court-appointed child or youth advocate.	F
		Volunteer at a local shelter or food bank.	F
		Participate in industry & community forums to stay abreast of trends in our business; share information with customers regularly.	M
		Join a speakers' bureau for a nonprofit organization.	M
	<b>Delivering on the Promise</b>	Serve as the archivist for a local community service organization & create a book of accomplishments.	A
		Participate in community events & outreach programs as a representative of Aetna.	M
		Partner with local & national Marketing departments to identify low cost high impact opportunities to highlight Aetna in the local community.	M
	<b>Knowing Markets</b>	Coordinate a multi-sponsored event such as an "a-thon" for a nonprofit organization.	M
	<b>Knowing Products &amp; Services</b>	Become an advocate for patients at a local hospital; educate them about their health insurance benefits.	G

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<b>Sales (continued)</b>	<b>Negotiating Collaboratively</b>	Act as a development director for a nonprofit organization.	A	
		Work with special needs children or adults.	F	
		Volunteer as a camp counselor.	F	
		Become a mediator at a local school or youth group.	F	
		Coordinate a multi-sponsored event such as an "a-thon" for a nonprofit organization.	F	
		Become a children's sports league coach.	M	
<b>Service</b>	<b>Handling Service Challenges</b>	Mentor student mediators at a school conflict mediation group.	A	
		Serve as a consultant with a nonprofit organization in order to streamline their processes.	M	
	<b>Improving Constituent-focused Processes</b>	Serve as a consultant with a nonprofit organization in order to streamline their processes.	F	
		Volunteer in a prevention program such as violence or drug-use prevention.	M	
	<b>Managing Work Processes</b>	Act as an executive director for a nonprofit organization.	A	
		Serve as a volunteer coordinator for a nonprofit organization.	F	
	<b>Providing Solutions to Constituent Needs</b>	Answer calls on a telephone crisis helpline such as a suicide prevention line.	A	
		Volunteer with a violence prevention education organization.	A	
		Become an advocate for patients at a local hospital; educate them about their health insurance benefits.	F	
		Volunteer working with children or senior citizens.	F	
		Volunteer at food banks.	F	
		Volunteer at shelters.	F	
	<b>Technology</b>	<b>Creating Technology Partnerships</b>	Volunteer on a technology support committee for a nonprofit organization.	A
			Coach a youth sports team.	F
<b>Developing Competitive Technology &amp; Architecture</b>		Volunteer as the chair of the technology support committee for a nonprofit organization.	A	
		Conduct research for a nonprofit organization to determine the best technological infrastructure for that organization.	F	
		Volunteer with a senior citizen organization to teach seniors how to use the internet & email.	M	
<b>Developing Competitive Technology &amp; Architecture</b>		Volunteer on a technology support committee for a nonprofit organization.	F/M	
		<b>Ensuring Project Discipline</b>	Serve as an executive director of a nonprofit organization.	A
			Become a volunteer coordinator for a nonprofit organization.	F
<b>Justifying the Business Case</b>		Serve as a grant writer for a nonprofit organization.	A	
		Serve as the technology consultant for a nonprofit organization.	A	
<b>Leveraging Technology</b>		Volunteer at a local school or school board to modernize their current technology.	A	
		Assist a nonprofit organization with designing an online volunteer tracking tool.	F	
		Volunteer to educate youth seniors or inmates about computer usage.	M	
		Volunteer as a computer maintenance person for local nonprofit organization.	M	

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<b>Technology (continued)</b>	<b>(continued)</b>	Serve as the chair of the technology support committee of a nonprofit organization.	M
	<b>Leveraging Third Party Solutions</b>	Identify technology needs of a nonprofit organization & solicit donations from businesses to meet those needs.	A
	<b>Promoting Emerging Technology</b>	Create or update a website for a nonprofit organization.	A
		Volunteer on a technology support committee for a nonprofit organization.	A
		Conduct research for a nonprofit organization to determine the best technological infrastructure for that organization.	F/M
	<b>Selecting &amp; Applying Technology Solutions</b>	Serve as the chair of the technology support committee of a nonprofit organization.	A
		Volunteer on a technology support committee for a nonprofit organization.	F
		Volunteer to teach web-site design at a local school.	F