

Volunteer Acknowledgement & Recognition Checklist

How to Use it: Use this checklist to see if your organisation is encouraging volunteers post-Covid.

Time it takes: This checklist only takes a few minutes. Revisit often and discuss with the committee if you need to add or delete questions.

EXAMPLE VOLUNTEER ACKNOWLEDGEMENT & RECOGNITION CHECKLIST

- If you have an event with a Public Address System, use it to announce the hard work of your volunteer staff
- Give praise to individual volunteers as they work—be specific! For example, “Your positive attitude is appreciated” or, “You always go the extra mile!”
- Make sure your orientation and induction are strong. Request feedback from new volunteers and consider their suggestions.
- Welcome volunteers as they arrive for a job or event!
- Display the names of volunteers on a notice board, website, social media page, etc.
- Invite volunteers to meeting/planning days, so they feel included
- Create a volunteer newsletter where volunteers can take turns writing about their experiences
- Occasionally offer snacks or refreshments for volunteers
- Remind volunteers that their role will look great on their CV
- Host a monthly morning tea or coffee appreciation
- Plan something special during National Volunteer Week
- Feature individual volunteers on Instagram or Facebook (with their permission)
- Remember to nominate outstanding individuals for regional or national awards
- Send welcome letters to new volunteers
- Develop a program to celebrate milestones: for example, reaching a certain number of hours, months, or years of service



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