



# Volunteer Recognition Audit

Organization's Values Regarding Volunteer Involvement					
Element of volunteer recognition	Currently in place to a large degree	Currently in place to some degree	Not currently being done	Not applicable or relevant	Comments
The Board of Directors see the value in volunteer involvement					
Senior management sees the value in volunteer involvement					
Staff see the value in volunteer involvement					
There is a budget designated for volunteer recognition					
Simple things					
Element of volunteer recognition	Currently in place to a large degree	Currently in place to some degree	Not currently being done	Not applicable or relevant	Comments
Volunteers are told "thank you" at each shift.					
Volunteers receive thank you cards/notes					
Volunteers receive SWAG gifts					
Volunteers receive thank you gifts					
Staff are recognized for their good work with volunteers					

**Volunteer Motivation: Career/School**

<b>Element of volunteer recognition</b>	<b>Currently in place to a large degree</b>	<b>Currently in place to some degree</b>	<b>Not currently being done</b>	<b>Not applicable or relevant</b>	<b>Comments</b>
Provide formal letter outlining involvement					
Provide letter of reference					
Provide letter of recommendation					
Provide certificate or award					

**Who is Involved in Recognition**

<b>Element of volunteer recognition</b>	<b>Currently in place to a large degree</b>	<b>Currently in place to some degree</b>	<b>Not currently being done</b>	<b>Not applicable or relevant</b>	<b>Comments</b>
Involve employers or educators of volunteer in some way					
Volunteer's family or friends are involved in recognition					
Senior mgmt. is involved in publically recognizing volunteer					
Senior mgmt. is involved in personally recognizing volunteer					
Staff are involved in publically recognizing volunteer					
Staff are involved in personally recognizing volunteer					
Staff are consulted in planning volunteer recognition					
Clients are involved in publically recognizing volunteer					
Clients are involved in personally recognizing volunteer					
Clients are involved in planning volunteer recognition					

How You Showcase your Volunteers in Public Forums					
Element of volunteer recognition	Currently in place to a large degree	Currently in place to some degree	Not currently being done	Not applicable or relevant	Comments
Highlight volunteer/s in newsletter					
Highlight volunteer/s on website					
Highlight volunteer/s on social media					
Volunteer/s are acknowledged at the AGM					
Volunteers are acknowledged in the annual report					
Volunteer's Input					
Element of volunteer recognition	Currently in place to a large degree	Currently in place to some degree	Not currently being done	Not applicable or relevant	Comments
Volunteers have opportunities to evaluate their role					
Volunteers are consulted in decisions that impact their role specifically					
Volunteers have access to training when they are first accepted					
Volunteer exit interviews are conducted					

Volunteers are Part of the Team					
Element of volunteer recognition	Currently in place to a large degree	Currently in place to some degree	Not currently being done	Not applicable or relevant	Comments
Volunteers are provided learning/training opportunities					
Training sessions are offered outside of regular business hours					
Volunteers have the same identification (name tags) as staff					
Volunteers have a place to hang up their coats, purses, etc.					
Volunteers are invited to staff parties (Christmas, spring events, etc.)					
Volunteer Extras					
Element of volunteer recognition	Currently in place to a large degree	Currently in place to some degree	Not currently being done	Not applicable or relevant	Comments
Volunteers have access to free (or designated) parking					
Volunteers have access to free beverages					
Volunteers have access to free food					