

Goals for a Recognition Event

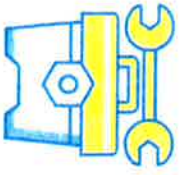


- **Educate:** Educate everyone attending about the scope, meaning, and value of volunteer services to your organization. Report the outcomes of volunteer effort. Gain publicity for the organization and the volunteer program. Gain respect for the volunteer program and the director of it.
- **Inspire:** Recommit (re-enthuse) volunteers for the coming year of work. Recruit new volunteers for vacant positions. Challenge all volunteers through recognition of the accomplishments of a selected few.
- **Recognize:** Say thank you for everything and anything volunteered to the organization during the past year, and make sure everyone volunteering during the past year feels appreciated. Acknowledge the contributions of some paid staff supervisors for the success of volunteers.
- **Have fun:** Allow volunteers and staff a chance to have fun and meet each other.



Creative Recognition

Volunteer recognition does not have to cost a lot, and there are many alternatives to the traditional annual recognition banquet. Use your imagination and think outside the box to come up with some fun, inexpensive ideas that are fun for volunteers.



TOOL #5

Plan your strategies

Use the charts on pages 25-26 to develop and plan strategies to consistently and effectively recognize volunteers for their efforts annually and ongoingly—both formally and informally.

ANNUAL FORMAL RECOGNITION

	Event/Strategy	Recognition Tactic(s)	Eligibility or Criteria	Responsible Person(s)	Resources Needed
Example	Annual Volunteer Event	Board and CEO presentations, gifts	Annual hourly awards	Director of Volunteer Engagement, Board President	Funds for lunch and gifts, time of leadership, etc.
Brainstorm Ideas					



Survey Current Volunteers

Do your own research! Ask your current volunteers what types of recognition they find meaningful. Customize the following questionnaire to include all the ways your organization currently recognizes volunteers. Add some additional ones that could be possible then add the question to an annual volunteer survey or to a question-of-the-month posted on social media.

How meaningful would each of the following recognition options be to you?

	Very	Somewhat	Not at all
a) A sincere "thank you" from the staff or volunteer leader with whom I work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Invitation to a volunteer lunch or dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Nomination for a volunteer award	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Opportunities for training or professional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Opportunities to increase my leadership role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Profile on our website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Receiving a certificate or pin for hours or years of service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Receipt of a small token of thanks (e.g., mug, tote bag, t-shirt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Selection for a special project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Getting noticed and thanked by leaders of my team, program, or organization for something specific about my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Being appreciated at work translates beyond having employees or volunteers who feel good.

