



Updated: April 2020

## 60 Ways to give Recognition to your volunteers (part two)

If you are looking for ways to give recognition to your volunteers, the 3 part fact sheets may be able to provide you some assistance. Its not all about big gestures, a little bit can go a long way!



- Give the volunteer a title which reflects the work they do (not just 'volunteer')
- Inform the local press about the excellent work of your volunteers
- Undertake individual supervision and support sessions
- Maintain regular contact with volunteers, even if they work 'off-site' or at odd hours
- Allow volunteers to 'move on' without feeling guilty
- Keep volunteers informed of changes in structure and personnel
- Provide adequate clothing and name badges where appropriate
- Use quotes from volunteers in leaflets and annual reports
- Ensure all paid staff and trainees know how to work effectively with volunteers
- Provide accredited training
- Give volunteers the opportunity to evaluate their own performance and role
- Build volunteers' self-esteem by giving them a sense of ownership of their work
- Always be appreciative of volunteers' contributions
- Ensure volunteers have adequate space and equipment to do their work
- Recognise that volunteers play a unique role
- If an issue arises, focus on the problem, not the personality of the volunteer
- Create two-way communication processes
- Reimburse approved out-of-pocket expenses
- Record volunteers contributions (hours) and give them recognise in annual reports and an award ceremony as part of your AGM
- Devote resources (time and money) to volunteer support

