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

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!



- Highlight the impact that the volunteer contribution is having on the organisation
- Show an interest in volunteers' personal interests and their outside life
- Always have work for your volunteers to do and never waste their time
- Do not impose new policies and procedures without volunteers' input
- Send 'thank you' notes and letters when appropriate
- Tell volunteers they have done a good job
- Accept that different volunteers are able to offer different levels of involvement
- Conduct an exit interview when a volunteer leaves
- Make volunteers feel good about themselves
- Provide volunteers with a 'rights and responsibilities' charter
- Celebrate United Nations International Volunteer Day (5 December each year) and National Volunteer Week in May each year
- Allow volunteers to air legitimate grievances and make sure they are dealt with swiftly.
- Make sure the volunteer coordinator is easily accessible and has an 'open door' policy
- Supervise volunteers' work
- Set solid goals for volunteers and keep communicating with them
- Accept that an individual volunteer's ability to commit may change over time
- Make sure the CEO and Mayor shows her/his personal appreciation of the volunteers' work
- Pass on any positive comments about volunteers from clients to the volunteers themselves
- Provide the opportunity for 'leave of absence' and provide a reference letter if desired when they leave
- Ensure a safe and healthy working environment

