

Recognising volunteers

Ground rules for making recognition effective

It must be:

- Timely.
- Given frequently.
- Varied – for role as an individual, as part of a team, from a supervisor, from the organisation.
- Honest.
- Given to the person, not to the role.
- Appropriate to the achievement.
- Consistent – with past praise, with praise to others.
- Individualized as much as possible.
- Paying attention to what you want more of.

Everyday ways of recognising volunteers

- Greeting them (by name if possible).
- Saying "thank you" or writing thank you notes.
- Including them in socializing.
- Taking time to listen and talk to them.
- Involving them in decision making.
- Smiling.
- Enabling them to grow on the job.
- Showing interest in their personal life.
- Telling others about their achievements (their boss, their family).
- Having a volunteer suggestion box.

- Reimbursing promptly.
- Maintaining a file of accomplishments.
- Bringing food to a volunteer meeting.
- Having social events.
- Mentioning their contribution at meetings, in a newsletter, the annual report, newspapers and local radio.
- Ask them to present their ideas at a meeting.
- Celebrate their birthday.
- Invite them to join an important project.
- Celebrate major achievements.
- Organize a visit to head office, other organisations.

Special ways of recognising volunteers

- Invite them to major conferences, training events etc.
- Nominate them for local and national volunteer awards.
- Buying them good equipment.
- Honouring them for years of service.
- Inviting them to train or manage others.
- Giving them a new role.