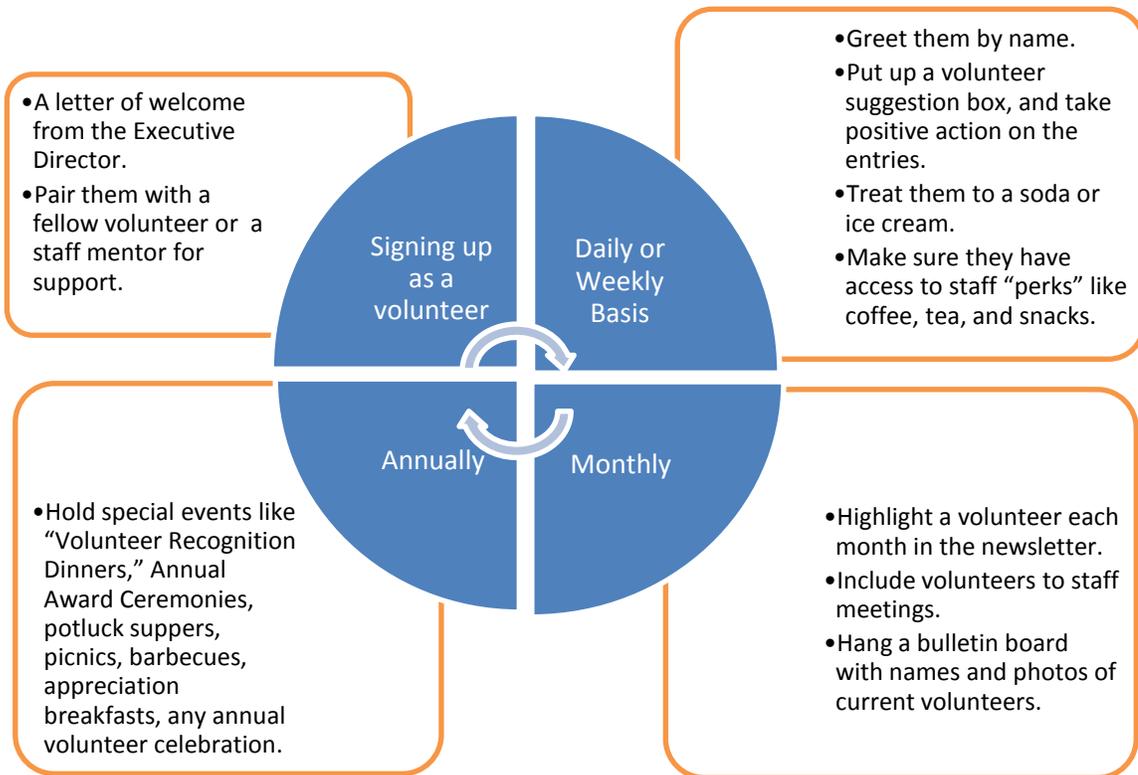


## Volunteer Recognition: A Key Component of a Successful Volunteer Program

All volunteers appreciate recognition. Recognizing volunteer contributions and accomplishments is an important strategy to use to retain volunteers and attract new, committed volunteers.

Here are some basic ideas for recognizing volunteers during time of service with the agency:



### Other important days to recognize:

- **National Days of Recognition**
  - National Volunteer Week (3<sup>rd</sup> week in April, call 1-800-VOLUNTEER)
  - Cesar Chavez Day of Service and Learning (May 31: <http://www.chavezfoundation.org>)
- **On special occasions in the volunteer’s life:**
  - Send a card for birthdays, meaningful events, or their start-date anniversary.
- **When they leave:**
  - Something meaningful to them personally as a memento and invitation to return.
  - Exit interview that reaffirms their contributions and seeks their insight and advice.
  - Letter of reference outlining their contributions and accomplishments.

### IMPORTANT: Recognize staff members who work well with volunteers:

- All volunteer recognition events should be shared with staff members.
- Volunteers can nominate staff as “Best Volunteer Mentor/Supervisor,” every year
- Performance appraisals for staff should recognize their successful work with volunteers

### Resources consulted:

- <http://www.energizeinc.com/ideas.html>
- <http://www.pointsoflight.org/programs/seasons/nvw/recognize.cfm>
- Rehnborg, Sarah Jane, PhD. Volunteer Development Toolbox. Available through the author at: [rehnborg@mail.utexas.edu](mailto:rehnborg@mail.utexas.edu)