

References/Recommendations/Recognitions

When recruiting volunteers, let them know what's in it for them. Your agency should offer references, recommendations and recognitions whenever possible.

1. Have a system to track individual volunteer hours and provide a letter outlining the total hours and a brief summary of tasks or projects that the volunteer worked on. Provide this annual to regular volunteers and/or when a volunteer leaves or has completed their time with your agency. (See sample)
2. Offer to provide a written and verbal recommendation for the volunteer, which will help the volunteer secure employment or entry into other opportunities, programs and services that interest them. (See sample)
3. Establish ways to celebrate your volunteers. Showcase their work and contributions to your agency on social media (see RICAN example), send an editorial to your local newspaper, create a volunteer of the month or year program to recognize your outstanding volunteers – announce why they are recognized, post a picture and give them flowers, a gift card, or another simple but special gesture.