



WAYS TO RECOGNISE AND ACKNOWLEDGE YOUR VOLUNTEERS

Listed below are some ways that volunteer managers may give recognition to volunteers:

- § Provide adequate volunteer orientation
- § Be readily accessible to your volunteers
- § Encourage volunteer participation in team planning
- § Encourage volunteer participation in planning that affects their work
- § Maintain Occupational Health and Safety standards
- § Provide training
- § Give additional responsibility
- § Include volunteers in special events
- § Include volunteers in coffee breaks
- § Take time to explain and listen to volunteers' ideas and concerns
- § Celebrate achievements and efforts
- § Keep volunteers informed via newsletter and/or meetings
- § Provide letters of reference
- § Send birthday and Christmas cards
- § Organises awards with certificates
- § Honour volunteers on International Volunteers Day, [5 December every year] with a planned activity such as afternoon tea or lunch
- § Celebrate National Volunteers Week in May.

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