**VOLUNTEER RECOGNITION**

**“Creating a great club culture through happy staff & volunteers!”**

**Inspire:** What will inspire a culture of appreciation?

Volunteers are often recruited by other volunteers through co-workers, friends and family through positive word of mouth.

* Appoint a volunteer coordinator for your organisation
* Make a year round volunteer/staff recognition plan
* Tips for team leaders /coaches in making volunteers/staff feel welcome and appreciated e.g. saying thank you at the end of each session, take an interest in the volunteer
* Make available training and mentoring opportunities
* Volunteer /staff / coaches handbook with all they need to know about being involved with the club e.g. training opportunities, petrol refunds to courses, clubs structure, who to go to if having problems
* Regular newsletters/updates by e-mail.
* Volunteer meetings.

**Impact:** What can be done to show volunteers the impact of their work?

Studies show most volunteers believe the best form of recognition for volunteers is to know the impact of their work.

* Keep volunteers informed of the clubs vision, activities
* Create a summary of the clubs activities / performance of the year to give to volunteers to show how they have all contributed – eg numbers participating, Incentive Award numbers,
* Get members to write a note on a piece of paper at the end of the year expressing what they have got out of the programme include parents - include the comments in a thank you card and add some of the best comments in the summary to clubs.

**Celebrate:** How can we recognise the volunteers?

Don’t wait till the end of the year to acknowledge the people in your organization, make the effort all year round. It doesn’t have to be every week but a nice surprise every once and awhile will go a long way. It doesn’t have to cost a lot of money – get local businesses involved or chose options that cost very little money. Many paid people also work hard for little money and they love to feel appreciated as well.

Informally

* Name badges
* Volunteer apparel – t-shirts, caps
* Volunteer of the month award
* Post volunteer acknowledgements/appreciation on websites and social media
* Birthday cards / cakes
* Have tea / coffee / snacks available at place of volunteering
* Homemade laminated book marks with personal note
* Arrange a fill-in to give your volunteer a night off
* Ask business to sponsor a gift or provide a discount voucher to thank your volunteers eg food, petrol vouchers,
* Know what your volunteers like eg volunteer discount voucher for coffee cart
* Acknowledge Volunteer Awareness Week

Formal

* Acknowledgement at club prize-giving’s
* Club Awards System o
* E.g. volunteer of the year award, service awards
* 5 , 10, 15, 20, 25+ Years Service Acknowledgement
* Life memberships
* National Sporting Recognition Schemes
* Thank you events eg BBQ
* Nominations for local sports awards eg Coach of the year, Service to Sport
* Nominations for Sport-Maker Awards

**VOLUNTEER RECOGNITION PLAN**

**Club:** [Club Name]

**Overall Responsibility:** [Person Responsible] **Number of volunteers:** [Number of volunteers]

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| --- | --- | --- | --- |
| **2015** | **Action’s** | **Who** | **Cost** |
| **Jan** | Order Volunteer T-ShirtsMake calendar of birthdays and purchase cards to post for each volunteer.Coaches and Volunteer handbooks updated & printedInvitation to club planning night**Volunteer of month – SportMaker nomination** |  | T-shirt cost $400, printing donated by sponsor with their logo Handbook printing donatedCards $10 for a pack of10 |
| **Feb** | **Coaches/Volunteer Meeting:** Distribute Volunteer T-Shirts & Handbooks including information on courses coming up.**Volunteer of month – SportMaker nomination** |  | $15Coach and Volunteer development budget from head coach |
| **Mar** | Meeting with lead volunteers on making volunteers welcome and what we are doing for them and saying thanks etc.Term 1 Newsletter**Volunteer of month – SportMaker nomination** |  |  |
| **Apr** | Easter Muffins handed out at club night**Volunteer of month – SportMaker nomination** |  | Donated by local bakery |
| **May** | **Volunteer of month – SportMaker nomination** |  |  |
| **June** | **Coaches / Volunteer Meeting:**  with mid-winter dinner**Volunteer of month – SportMaker nomination** |  | Dinner items donated by members |
| **July** | Term 2 Newsletter**Volunteer of month – SportMaker nomination** |  |  |
| **Aug** | Nominations for district sports awards to approve at committee**Volunteer of month – SportMaker nomination** |  |  |
| **Sept** | **Coaches / Volunteer Meeting:**  Schools Festival Event – on the day food for volunteers, thank you cards and nominations for Sport-makerTerm 3 Newsletter**Volunteer of month – SportMaker nomination** |  | $80 |
| **Oct** | Invite appropriate people to attend sports awards with club nominees**Volunteer of month – SportMaker nomination** |  | Vouchers donated by subway. |
| **Nov** | Term 4 Newsletter – summary of achievements for the year.**Volunteer of month – SportMaker nomination** |  |  |
| **Dec** | Club prize-giving - Thank you cards and appropriate gifts and petrol vouchers for each volunteer as per club policy.Volunteer Xmas thank you BBQ – poster board with thank you notes from members**Volunteer of month – Sportmaker nomination** |  | $500$200 |