



VOLUNTEER REWARD AND RECOGNITION

Recognising and rewarding volunteers is an essential part of best practice for volunteer management. There are many ways to implement these practices into your volunteer program including:

- Provide training, coaching and support
- Offer volunteers professional development opportunities in line with their role and/or interests
- Reimburse out of pocket expenses
- A personal note to say 'Thank You' for a job well done
- Thank volunteers in a newsletter
- Pay the registration fee (or part thereof for continuing education classes or conferences)
- Have a letter to the volunteer from (or a visit with) a person who has benefited from the volunteer's services
- Arrange where possible, to let the volunteer see and appreciate the end result of their work
- Ask staff and clients to write comments about the difference volunteers make to them as individuals or as an organisation
- Consider printing some of these comments in organisational publications and sharing these stories at a public recognition event
- Create a volunteer notice board, blog or Facebook page for volunteers to share their stories
- Provide free refreshments during coffee and tea breaks
- Include volunteers in 'coffee mornings' and other team building activities
- Nominate your volunteers for awards and NSW Volunteer of the Year Awards
- Celebrate birthdays
- Provide opportunities for volunteers to get together socially
- Celebrate National Volunteers Week
- Recognise years of service – 3, 5, 10, 15, 20, 25

NSW Volunteer of the Year Awards

Volunteers are the unsung heroes in all our communities – although they don't seek recognition for all they do, they certainly deserve it!

The Centre for Volunteering runs the NSW Volunteer of the Year Awards annually. Twenty regional ceremonies are held across August and September to recognise every single volunteer nominated and award winners are announced. Regional award winners will be entered into the state final of the NSW Volunteer of the Year Awards, to be held in November.

If you have any questions about the NSW Volunteer of the Year Awards, please contact the Awards team via award@volunteering.com.au or 02 9261 3600.

VOLUNTEER REWARD AND RECOGNITION

Annual or Event Based Ideas

Help interested volunteers prepare their resumes, emphasising the skills they have developed through their volunteer work
Recommend volunteers to prospective employers

Have an internal annual volunteer award ceremony and celebrate National Volunteer Week with your volunteers

Conduct an exit interview when a volunteer leaves

Feature your volunteers at special events throughout the year

Offer to be their referee for job and volunteer placement

Farewell volunteers when they move away from the area or leave the organisation

Send birthday cards

Celebrate International Volunteering Day

Present volunteers with a special memento recognising their service to the organisation.

Nominate a volunteer of the month, put up their picture in your office and send it to the local newspaper

Celebrate the year's work together

Present special awards for 1, 3, 5 10, 15 and more years of service

Value Your Volunteer's Input

Empower them to do well	Send articles about your volunteers to the local newspaper or run them in your newsletter	Enable volunteers to 'grow' on the job	Encourage volunteer participation in planning that affects their work
Allow volunteers to take on more challenging responsibilities	Encourage them to sit on committees and attend meetings	Ask volunteers for feedback about your programs formally and informally	Make your recognition appropriate to what the volunteer thinks is important
Include their name on a program they helped organise	Give volunteers tasks at which they will be successful	Learn what motivates each volunteer	Provide constructive appraisal
Review the progress of volunteers on a regular basis	Share the results of program evaluations with volunteers so they can see their impact	Ask volunteers to share their ideas and solve problems	Acknowledge volunteer contributions on projects
Give volunteers an opportunity to debrief, especially if they work in stressful situations	Provide meaningful and enjoyable work	Always have work for your volunteers to do and never waste their time	Highlight the impact that the volunteers' contribution is having on the organisation
Promote volunteers to other roles that take advantage of their talents	Take the time to explain and listen to volunteer's ideas and concerns	Ask volunteers to give presentations or lead meetings	Ask volunteers to train other volunteers, for example, more experienced volunteers to mentor less experienced volunteers
Make sure the volunteer coordinator is easily accessible and has an 'open door' policy	Supervise volunteers' work	Set up a volunteer support group	Ask volunteers for their input when reviewing or developing policies and procedures

The Centre for Volunteering has a range of services and resources available for Volunteer Involving Organisations and volunteers. For more information please visit www.volunteering.com.au or contact us on 02 9261 3600.