

## WORKSHEET

## Volunteer Management Inventory

*There is a lot of work to be done and you would like volunteers to help. Get started by taking an inventory of what you have, what you want, and what needs to be done.*

1. What types of activities are your volunteers participating in already?
2. Are your volunteers usually from the local area? Visiting?
3. What are some of their personal characteristics?  
*Consider age, family, occupation, skills, interests, etc.*
4. In what other organizations are they involved?
5. Do you usually recruit individuals or groups?
6. Do you use existing partnerships to recruit volunteers?
7. How does your organization advertise its events and projects?

8. How do you contact your volunteers? How often?
  
9. How do you orient and/or train volunteers? Is it focused on a specific task or event? Do you inform them about the organization overall?
  
10. In what ways do you show appreciation for your volunteers?
  
11. Why does your organization need volunteers?
  
12. What are your organization's priorities?
  
13. What are specific tasks that can be done to meet these goals?
  
14. What skills/experiences does your organization need?
  
15. What might motivate people to volunteer with your organization?