

WORKSHEET

Volunteer Recognition Planning

Consider how you will thank volunteers for immediate (e.g. event t-shirt and written thank you note), annual (host appreciation picnic), and benchmark (plaque for volunteering 100 hours) achievements. Use this worksheet to plan volunteer appreciation activities for individuals, groups or by event or task completed.

Volunteer (Individual/Group)	Contribution (Task/Event)	Form of recognition/appreciation	When
Jane Smith	Printing and mailing of newsletters	<ol style="list-style-type: none"> 1. Verbal thank you 2. Invitation to annual picnic 3. 25-hour award at picnic 	<ol style="list-style-type: none"> 1. During and after task 2. Send in June 3. July
All	Roadside litter clean-up	<ol style="list-style-type: none"> 1. Verbal thank you and event t-shirt 2. Thank you email 3. Invitation to annual picnic 	<ol style="list-style-type: none"> 1. At clean-up 2. Within 2 weeks 3. Send in June
Students on alternative spring break service trip	Assist in home weatherization	<ol style="list-style-type: none"> 1. Verbal thank you 2. Appreciation dinner with organization/community 3. Written thank you note to group leader 	<ol style="list-style-type: none"> 1. During visit 2. On final evening of trip 3. Within 2 weeks