



## RECOGNITION OF VOLUNTEERS

- Smile, greet volunteers by name.
- Include your volunteers on your school newsletter mailing list. Feature volunteers in your newsletter.
- Invite them to school activities.
- Include their names in the newsletter.
- Give an informal coffee for them.
- Have holiday greetings waiting for them in the volunteer sign-in book.
- Tell them thanks in person, by phone or via e-mail.
- Award certificates to participants.
- Have an end-of-the-year recognition activity.
- Hold discussion sessions or brown bag lunches.
- Respect sensitivities.
- Praise.
- Distribute program promotional items.
- Enable volunteers to grow on the job.
- Create pleasant surroundings.
- Work with local media to recognize volunteers.
- Ask how it's going.
- Welcome them for coffee in the staff lounge.
- Take time to talk.
- Have students prepare cards for birthdays or holidays.



## RECOGNITION OF VOLUNTEERS (continued)

- Send thank-you notes.
- Make and present recognition buttons.
- Create a bumper sticker: I volunteer at XXXXX School.
- Encourage them to recruit others.
- Praise them to others.
- Keep the staff aware of the great jobs they are doing.
- Ask the students how they are enjoying their program support and provide feedback to the volunteer.
- Plan a staff and volunteer social event.
- Have a volunteer bulletin board with pictures and names of these special people.
- Say “We missed you” when they had to be gone.
- Promote staff smiles.
- Help them feel as though they’re part of your school family.
- When their time commitment is ending, encourage them to continue.
- Let them know they are important.
- Remember they are giving precious gifts: the gift of their time and the gift of themselves.
- Put up a volunteer suggestion box.
- Always keep in mind that each volunteer was willing to be security screened, interviewed and trained in order to come work with students in your district. They truly care about youth.