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| **Volunteer Recognition Checklist**Helping our volunteers to feel valued, valuable and wanted. Steps the Club will put into place |
| Appoint a volunteer coordinator |  |
| Provide free club merchandise such as T-shirts, badged gaps or drink bottles |  |
| Provide water, refreshments, food, and sunscreen (where applicable) |  |
| Provide shade, seats and safe locations for placing valuables as well as taking breaks |  |
| Welcome email with volunteer kit. Thank-you letter / email/cards on completion of job |  |
| Reimbursement process for out-of-pocket expenses |  |
| Volunteer celebration functions, events to bring together and socialise |  |
| List active volunteers on the club notice board in a public show of thanks |  |
| Celebration and acknowledgement of volunteers into key communication platforms – such as noticeboard, Club social media, annual reports, club emails |  |
| Enter outstanding volunteers into community-based recognition awards |  |
| Create a noticeboard in your clubhouse displaying who does what. |  |
| Have a section in the monthly newsletter detailing each volunteer, their role and how members can make contact with them |  |
| Set up a volunteer appreciation plan – first time to long term volunteers. Add birthdays |  |
| Invite volunteers to make contributions to the newsletter.  |  |
| Provide training opportunities for volunteers |  |
| Offer reduction in fees or entry fees to competitions or events |  |
| Recognise your volunteers during volunteer week – get this on your vol appreciation plan |  |
| Personal praise to volunteers while they are on the job.  |  |
| Name an event after an outstanding volunteer.  |  |
| Include volunteers in decision making e.g. invite them to meetings/planning days.  |  |