

Volunteer and Staff Appreciation:
Creative Ways to Demonstrate You Noticed!

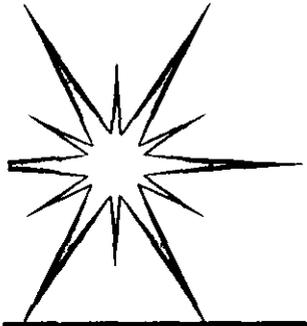
PPNOVA Conference
Philadelphia - November 2001

Trainer:
Betty Stallings

**Volunteer and Staff Appreciation:
Creative Ways to Demonstrate You Noticed**
PPNOVA Conference 2001

Agenda:

- Essential Ingredients of Effective Recognition
- Recognizing Staff for their role in partnering with volunteers
- Barriers to Giving Effective Recognition
- Creative, inexpensive ways to say, "I noticed!"



Recognition of Volunteers

- Place person in the right job!
- Make personal and tailored to recipient!
- Timely!
- Spontaneous, Sincere!
- Staff and volunteers recognized together!
- Given throughout the volunteer's involvement !
- Be creative !
- It can be POWERFUL - the feeling lingers!!

VOLUNTEER RECOGNITION: TIMES AND METHODS

- ▼ Sign up
- ▼ First Day
- ▼ Daily
- ▼ Monthly
- ▼ Annually
- ▼ End of project
- ▼ Special Days
- ▼ Sick
- ▼ Departure
- ▼ Others:

Volunteer Recognition Ideas

- ▼ Send volunteers to workshops and conferences representing agency
- ▼ Make a video of a person volunteering, show at annual luncheon
- ▼ Humorous skit by paid staff on the role of volunteers in the agency
- ▼ Personalized gift baskets
- ▼ Tickets to something they like (sports, theatre) – get them donated!
- ▼ Card sent on the anniversary date of their becoming a volunteer
- ▼ Laminated copy of an article about them in the newspaper
- ▼ Recognize the paid and volunteer staff as a team in the recognition event
- ▼ Have a box entitled “a penny for your thoughts” for suggestions from volunteers
- ▼ Unique plaques with his/her picture as a volunteer on it
- ▼ A promotion to a higher-level volunteer position, more responsible job
- ▼ Discounts on tickets, gift items, medical services
- ▼ Articles about volunteer in local newspaper, their college alumni publication, newsletter at their work or through an organization
- ▼ Handwritten holiday notes to volunteers (Thanksgiving, etc.)
- ▼ Invite volunteers to agency staff, planning and other significant meetings
- ▼ Have a bulletin board dedicated to activities and news of your volunteers
- ▼ Have a personalized coffee mug for each volunteer
- ▼ Leave candy kisses on volunteers’ desks
- ▼ Develop creative, humorous awards to give at annual meeting
- ▼ Develop an in-house award named after your founding volunteer
- ▼ Send notes thanking family members for their support of the volunteer’s efforts for your organization
- ▼ Involve volunteers in the long-range planning of your agency
- ▼ Have a birthday lunch once a month to celebrate all volunteer and paid staff birthdays that occurred during that month
- ▼ Nominate a volunteer for community recognition
- ▼ Thank you letter when they leave the organization
- ▼ A flower or helium balloon at volunteer’s desk “just because”
- ▼ Volunteer portfolio for career development
- ▼ Coupons good for: one day off without an excuse, lunch with the Manager of Volunteers or Executive Director, etc.
- ▼ Skills training (i.e. computer, internet)
- ▼ Letter of commendation to volunteer’s boss
- ▼ Use of facilities for volunteer’s service group
- ▼ Recognition gifts (see last page of this section for places to send for catalogs of special recognition gifts)

BARRIERS TO EFFECTIVE RECOGNITION

1. Money
2. Volunteers say, "I don't need any"
3. Staff are not recognized – resist giving it to volunteers
4. Traditional, formal ways of recognition are institutionalized
5. Recognition for short term volunteers – difficult
6. Volunteer Manager responsible for all recognition
7. Don't know how volunteers want to be recognized

Creative Ways to Recognize Volunteers

Let your volunteers know that they have your appreciation and support by giving them small gifts with attached notes. Use the following examples or come up with your own individualized ideas.

What a great / bright idea!

Note stuck to a light bulb.



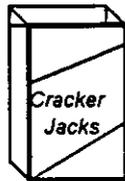
No one holds a candle to you!

Scented candle or pack of birthday candles.



A Cracker Jack idea!

Box of Cracker Jacks



You are a LIFESAVER!

Candy with a note.



Your ideas are so exciting I could just pop!

A balloon.



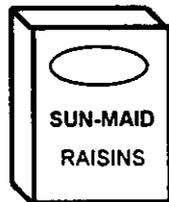
You're the apple of my eye!

Real or artificial apple - maybe tied with a bow.



Thanks for raisin' the tough questions!

Mini boxes of raisins.



What an angel! Here's your halo!

Two silver pipe cleaners twisted together.



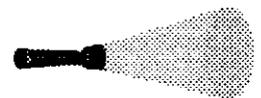
Your great work has me wreathed in smiles!

Small grapevine wreath.



Your vision is our guiding light!

Mini flashlight.



I'm lucky to have you to help!

A rabbit's foot



You have given our project the sweet smell of success!

Potpourri or sachet packet

