# 101 WAYS TO GIVE RECOGNITION TO VOLUNTEERS

- 1. Smile
- 2. Put up a volunteer suggestion box
- 3. Treat to a soda
- 4. Reimburse assignment-related expenses
- 5. Ask for a report
- 6. Send a birthday card
- 7. Arrange for discounts
- 8. Give service Stripes
- 9. Maintain a coffee bar
- 10. Plan annual ceremonial occasions
- 11. Invite to staff meetings
- 12. Recognize personal needs and problems
- 13. Accommodate personal needs and problems
- 14. Be pleasant
- 15. Use in an emergency situation
- 16. Provide a baby sitter
- 17. Post Honor Roll in reception area
- 18. respect their wishes
- 19. Give informal teas
- 20. Keep challenging them
- 21. Send a Thanksgiving Day card to the volunteer's family
- 22. Provide a nursery
- 23. Say "Good Morning"
- 24. Greet by name
- 25. Provide good pre-service training
- 26. Help develop self-confidence
- 27. Award plaques to sponsoring groups
- 28. Take time to explain
- 29. Be verbal
- 30. Motivate agency VIP's to converse with them.
- 31. Hold rap sessions
- 32. Give additional responsibility
- 33. Afford participation in team planning
- 34. Respect sensitivities
- 35. Enable to grow on the job
- 36. Enable to grow out of the job
- 37. Send newsworthy information to the media
- 38. Have wine and cheese tasting parties

- 39. Ask client-patient to evaluate their work-service
- 40. Say "Good Afternoon"
- 41. Honor their preferences
- 42. Create pleasant surroundings
- 43. Welcome to staff coffee breaks
- 44. Enlist to train others
- 45. Have a public reception
- 46. Take time to talk
- 47. Defend against hostile or negative staff
- 48. Make good plans
- 49. Commend to supervisory staff
- 50. Send a Valentine
- 51. Make thorough pre-arrangements
- 52. Persuade "personnel" to equate volunteer experience with work experience
- 53. Admit to partnership with paid staff
- 54. Recommend to prospective employer
- 55. Provide scholarships to volunteer conferences or workshops
- 56. Offer advocacy roles
- 57. Utilize as consultants
- 58. Write them thank you notes
- 59. Invite participation in policy formulation
- 60. Surprise with coffee and cake
- 61. celebrate outstanding projects and achievements
- 62. Nominate for volunteer awards
- 63. Have a "Presidents Day" for new presidents of sponsoring groups
- 64. Carefully match volunteer with job
- 65. Praise them to their friends
- 66. Provide substantive in-service training
- 67. Provide useful tools in good working condition
- 68. Say "Good night"
- 69. Plan staff and volunteer social events
- 70. Be a real person

- 71. Rent billboard space for public laudation
- 72. Accept their individuality
- 73. Provide opportunities for conferences and evaluation
- 74. Identify age groups
- 75. Maintain meaningful file
- 76. Send impromptu fun cards
- 77. Plan occasional extravaganzas
- 78. Instigate client planned surprises
- 79. Utilize purchased newspaper
- space 80. Promote a "Volunteer-of-the-
- Month" program
  81. Send letter of appreciation to employer
- 82. Plan a "Recognition Edition" of the agency newsletter
- 83. Color code name tags to indicate particular achievements (hours, years, unit, etc.)
- 84. Send commendatory letters to prominent public figures
- 85. Say "we missed you"
- 86. Praise the sponsoring group or club
- 87. Promote staff smiles
- 88. Facilitate personal maturation
- 89. Distinguish between groups and individuals in the group
- 90. Maintain safe working conditions
- 91. Adequately orient to job
- 92. Award special citations for extraordinary achievements
- 93. Fully indoctrinate regarding the agency
- 94. Send Christmas cards
- 95. Be familiar with the details of assignments
- 96. Conduct community-wide cooperative, inter-agency recognition events
- 97. Plan a theater party
- 98. Attend a sports event
- 99. Have a picnic
- 100. Say "Thank You"
- 101. Smile

# VOLUNTEER RECOGNITION A YEAR-ROUND RESPONSIBILITY

The following list provides lots of ideas at a glance for recognizing your volunteers year-round as well as during National volunteer Week. It is reprinted with permission from a recently revised handbook entitled <u>From Here To There</u>, published by the Volunteer Action Center of the United Way in Dayton, Ohio.

A volunteer's pay is recognition and the assurance that he/she is an equal partner of the agency or organization. Recognition, therefore, should be an integral part of the management process so that people feel valued and good about themselves and their organization.

#### WHEN TO RECOGNIZE VOLUNTEERS

- 1. At the time they sign up to volunteer:
  - Send letter of welcome
  - Issue I.D. card, name tags, uniform, etc.
  - Provide an orientation program
  - Provide a parking space, lunch, coffee and/or mileage reimbursement
  - Provide good job descriptions, training and supervision
  - Publish name of new volunteer in employee newsletter and/or volunteer newsletter

# 2. Daily or weekly:

- Smile!
- Informal thank-yous by staff and volunteer coordinator
- Document their time for evaluation
- On the job praise

# 3. Monthly:

- Volunteer of the Month
- Appropriate evaluations
- Articles in newsletters

# 4. Annually:

- Special events where awards are given, such as a dinner, luncheon, reception, coffee or dinner dance.
- Certificates, plaques and other awards for time spent volunteering
- Gift of photo of volunteer at work or receiving award
- Volunteer Appreciation Day- use facilities free of charge
- "Turn-about" lunch staff serves volunteers
- Holiday parties

- Teenage pizza party
- 5. At the completion of a special project:
  - Say "thank you"
  - Send letter of thanks to volunteers and/or their boss or school or staff supervisor
  - Write article for newspaper or in-house publication about project.
  - Take out to lunch or for a coffee break
  - Promote to another job; give more responsibility
- 6. At meetings with staff or groups:
  - Tell about volunteer projects and individual accomplishments
  - Praise volunteers to others
  - Have a slide show or film showing volunteers at work
  - Invite volunteers to staff meetings
  - Provide volunteers with outside training programs
- 7. On their birthdays or holidays:
  - Send cards
  - Have an informal party
- 8. When they are sick:
  - Send a get-well card
  - Call at home
- 9. At the time they leave:
  - Send a letter of thanks
  - Give a certificate or resolution of appreciation
  - Send letter of appreciation to potential employers
- 10. During national Volunteer Week.
  - Be a part of the community recognition activities planned by local Volunteer center

# HERE TO RECOGNIZE VOLUNTEERS

- 1. Volunteer office or lounge:
  - Have coffee available
  - Have pictures posted
- 2. Hallway entrance to building or cafeteria
  - Have a bulletin board with pictures
  - Display posters
- 3. On the job:
  - Thank-yous and smiles
  - Treat as an employee
  - Invite to staff meetings
- 4. At home:
  - Send a letter
  - Call
- 5. At school or business:
  - Send a letter
- 6. At church:
  - Announcements in bulletin
  - Encourage minister to talk about volunteering
- 7. At shopping centers:
  - Display banner or billboard
- 8. At main intersection:
  - Display banner or billboard
- 9. In all media:
  - Newspaper--feature articles about volunteer projects and/or individual volunteers
  - TV--commercial and cable
  - Radio--news and public service announcements
  - Slide shows and movies
  - In-house publications
  - Volunteer newsletters
  - Professional journals or magazines
  - TV documentary during National Volunteer Week
- 10. City Council or Commission meetings:
  - Proclamation
  - Mayor's Award for Volunteer Service

# RECOGNITION OF STAFF WHO WORK WITH VOLUNTEERS

- 1. Thank staff members who are working cooperatively with volunteers
  - For special projects they worked on together
  - For using volunteer's skills creatively
  - For using lots of volunteers
  - For taking time to supervise and train volunteers
  - For showing their appreciation to volunteers
- 2. Send memo to department and supervisor recognizing their efforts
- 3. Award certificate to department who most effectively uses skills and talents of volunteers
- 4. Invite staff to volunteer recognition events
- 5. Remember, with today's budget cuts, some staff may feel "forced" to use volunteer assistance and feel negative toward them. Others may feel threatened for their jobs. Help staff to see the benefits of volunteer assistance. Staff may not have even thought of using volunteers and something new is always frightening. Use this "crisis" as an opportunity to explore new ways of doing things. Many of the most loyal supporters of volunteer programs were very skeptical of the idea at first.

# Volunteer "Goodie Bags" Ideas

Cinnamon Toothpicks: help you "pick out" your special qualities and skills.

**Pumpkin Seeds:** help you grow personally and professionally.

Peppermint: to thank you for your commit"mint" to your profession.

**Bit-O-Honey:** the sweetness you bring into the lives of those you touch. **Tootsie Roll Pop:** reminds you of the important role you play in your FRG. **Laffy Taffy:** to remind you that laughter is always the best stress reliever.

Banana Candy: to let you know that without you we would all go bananas.

Candy Watch: to help you complete your many tasks with speed and accuracy.

**Satellite Wafer:** acknowledges your talents are truly out of this world.

Candy Lipstick: Pride, commitment, teamwork - words we use to get you to

work for free!

**Smarties:** to give you the wisdom to lead and the humility to follow. **Bubble Gum:** helps you stick with it and complete any task or mission.

# "Post-It" Recognition

Play the song "The Way You Do the Things You Do". Have pre-written post it notes with the jobs that volunteers have done through the year, the quarter, etc. Go around posting the notes on the volunteers who did the tasks. After a few minutes no one will be without a post-it note and some will be completely plastered with them. This is fun to do and the response will be favorable.

# "Priceless" Volunteers

Have an FRG meeting specifically to honor your volunteer with the theme "You're Worth Your Weight in Gold." Everything should center around money.
Cut a 1" dowel rod into thin pieces, spray paint them gold and scatter them on
tables to represent coins. Have paper cut in the size of dollar bills with the top
piece of paper printed as a dollar bill with different volunteers' pictures in place of
George Washington. (The pieces of paper underneath are left blank.) Then cut
strips of paper to go around the stack and band them together. Spray paint
bricks gold to represent gold bars. Set them on the table and place stacks of
them on the backdrop, the podium, etc. Have bags made out of cream color
burlap type material, filled with shredded paper, tied with gold cord with a painted
gold dollar sign on the side. Have those on the tables as money bags.

#### Hawaiian Lei Rotating Award

FRGs rarely have much money, if any, for volunteer recognition, but they have many deserving volunteers. At each meeting, pass around an award such as an inexpensive Hawaiian lei and let the individuals recognize each other. For example, one month it is the "Jane Doe Award," where Jane Doe decides whom she would like to recognize. The following month it becomes the award granted by the last recipient. It is a fun way to build a team and let others help recognize each other. The group will really enjoy it!

#### **Snowflakes**

This works well for recognizing lots of volunteers in a single location. Using 4-inch white paper doilies, put the name of every FRG volunteer on their own "Snowflake" and hang them from the ceiling of the meeting place, the battalion classroom, where ever would be appropriate and approved by command. Add a poster that says "Just as every snowflake can add up to a blizzard, so every FRG volunteer's contribution adds up to a storm of activity. Thank you for your dedication!" It creates a lot of fun as each volunteer looks for their snowflake and also impresses staff and visitors with the extent of volunteer involvement. This idea could also easily be adapted for other seasons.

# We Mint to say Thanks!

Buy a package of Lifesaver Mints and put them in a bowl on an entrance table where at your next FRG meeting. In front of the bowl, put a sign saying: "We Mint to Say Thanks!" It will be well received and is an easy way to show appreciation for everyone attending the meetings.

## **Volunteer Tree**

Great Christmas idea! Create an FRG Volunteer Tree. To recognize your volunteers, take a picture of each one with a digital camera. Then print out the pics on a color printer and cut them into different shapes for the Christmas tree. Put a little glitter around the edges and then hang the pictures on an appropriately-sized Christmas tree for all to see. It's a big hit with the volunteers and you might catch them looking for their pictures and sometimes even moving them to a more prominent spot on the tree!

## **Kudos Korner**

Great for FRG Newsletters! A Kudos Korner is one of the easiest and inexpensive ways for to recognize your volunteers. List the persons name and what tasks they performed during the last month or quarter. Some examples: "Baked delicious cookies for the FRG Meeting!", "Helped with content for the FRG Newsletter", "Recruited a POC / Key Caller". You can also put these on a poster board and displayed at FRG meetings.

#### RECOGNIZING VOLUNTEERS

Recognizing volunteers is essential to keeping your FRG a happy place to work (not to mention keeping your volunteers!)

There are many official Army awards. Please check your local installation guidelines with the ACS Army Volunteer Corps Coordinator for submitting your volunteers for these awards. Apart from these, it is important to recognize the daily efforts of volunteers. Here is a list of "small creative thank you's:"

THANKS FOR RAISIN' THE TOUGH QUESTIONS NO ONE HOLDS A CANDLE TO YOU - mini box of raisins

YOU ARE A LIFESAVER - scented votive candle, birthday candles

- package of candy with a note

YOUR VISION IS OUR GUIDING LIGHT - mini-flashlight YOU TAKE THE CAKE!

THANKS FOR WORKING YOUR BUNS OFF - cupcakes A NOTEWORTHY ACCOMPLISHMENT

YOU ARE BERRY SPECIAL **HUGS AND KISSES** 

I'LL STICK WITH YOU YOU'RE WORTH A MINT - package of post-it notes

- hot cinnamon buns
- fresh berries or jam
- Hershey's candies
- stick of gum
- package of peppermints

## 10 TIMES FOR RECOGNITION

- 1. When they sign up to volunteer
- 2. Informal thank yous- always
- 3. Monthly recognition (articles, award)
- 4. Annual appreciation certificates, dinners, etc.
- 5. At the completion of a project (letter, promotion, certificate)
- 6. At meetings- say thank you.
- 7. Cards at birthdays
- 8. Cards when they are sick.
- 9. Recognition when they leave.
- 10. during National Volunteer Week



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## 10 TIMES FOR RECOGNITION

- 1. When they agree to volunteer
- 2. Informal thank you's always and at anytime
- 3. Monthly recognition (FRG newsletter articles, awards at FRG meetings, etc.)
- 4. Annual appreciation certificates at recognition ceremonies
- 5. At the completion of a project or a tough time
- 6. At meetings Say "Thanks!" so others hear the volunteer being thanked
- 7. Cards at birthdays
- 8. Cards when they are sick
- 9. Recognition when they leave the FRG
- 10. During National Volunteer Week in April

# **Personalizing Volunteer Recognition**

People exhibit three types of motivation to volunteer which includes: affiliation, achievement and power/influence. By knowing why a person is motivated to volunteer, you can personalize gratitude and acknowledgment to mean more to the volunteers receiving the recognition.

# **Affiliation-Motivated Volunteer**

Characteristics	Recognition Ideas	
<ul> <li>Gets involved with group projects</li> <li>Likes to have a solid relationship with the FRG Leader / Advisor</li> <li>Wants to be perceived as a good helper</li> <li>Wants to be liked</li> <li>Seeks socialization opportunities</li> </ul>	<ul> <li>Cards, small gifts, etc. on their birthdays, or special holidays</li> <li>Letters to thanking them for the their work to benefit the FRG</li> <li>Unexpected thank you notes</li> <li>Opportunities to give input about specific FRG or individual's needs</li> <li>Include the volunteer in slide shows or photos showing their work with the FRG</li> </ul>	

# **Achievement-Motivated Volunteer**

Characteristics	Recognition Ideas	
<ul> <li>Needs specific goals with boundaries and feedback on how they're doing</li> <li>Has a desire to achieve unique accomplishments</li> <li>Needs to measure success by seeking goals</li> <li>Seeks responsibility</li> <li>Wants tangible rewards</li> </ul>	<ul> <li>Tangible awards, plaques, or pins that can be displayed</li> <li>Opportunity to use their own ideas to attain goals</li> <li>Include their committee reports in FRG meetings when appropriate</li> <li>Nomination for volunteer awards</li> <li>Be careful not to waste their time</li> </ul>	

# **Influence-Motivated Volunteer**

Characteristics	Recognition Ideas	
<ul> <li>Needs to impact and influence</li> </ul>	A volunteer title	
others	<ul> <li>Ongoing program to head up</li> </ul>	
<ul> <li>Enjoys teaching others</li> </ul>	<ul> <li>Recognition that is broad-based</li> </ul>	
<ul> <li>Can respond to needs of people</li> </ul>	that will be seen by others	
<ul> <li>Seeks position of authority and</li> </ul>	<ul> <li>Send them to FRG trainings and</li> </ul>	
responsibility	then and ask them to teach others	
<ul> <li>Responds to titles that depict</li> </ul>	<ul> <li>Give them plenty of opportunity for</li> </ul>	
authority; has strong feelings about	input into the FRGs direction and	
status and prestige	decisions	

# **Quotes on Volunteering**

These are good to send to volunteers in a card, write it on a ballon you give to them, etc. Have a beach theme and write them on a piece of paper rolled up and placed in a bottle – message in a bottle!

- Volunteers are not paid not because they are worthless, but because they are priceless.
- In this world, it is not what we take up but what we give up that makes us rich.
- You have not lived today until you have done some-thing for someone who can never repay you.
- A human being is happiest and most successful when dedicated to a cause outside his own individual, selfish satisfaction.
- You give but a little when you give your possessions. It is when you give yourself that you truly give.

### What's a Volunteer?

There is a job to be done, could be lots of fun. Just give us a call, and we'll have a ball. You must have a big heart. It's always a help to be sorta smart. The money is rare, but the rewards are big in compare.

# Ways to Recognize Volunteers Everyday

- Put up a volunteer suggestion box or otherwise encourage your volunteers to contribute their ideas.
- Send volunteers to training and ask them to help train others.
- Accommodate personal needs & problems. This takes the pressure off.
- Be pleasant and smile.
- Post an honor roll at your FRG meeting and include volunteer contributions.
- Keep volunteers challenged with interesting assignments utilizing their talents.
   If they aren't doing something they like, they'll leave!
- Provide child care during meetings when possible.
- Take time to fully explain responsibilities and give them a job description.
- Hold feedback sessions and value your volunteers' opinions.
- Create pleasant surroundings. Have an FRG volunteer meeting in your home or at the LETRA Lodge.
- Provide resources. Give all your volunteers their specific SmartBooks such as the FRG Secretary SmartBook, the Treasurer's SmartBook, the POC SmartBook, etc.
- Utilize volunteers as consultants. Ask their opinions. It gives them ownership in the FRG.
- Praise FRG volunteers to others, especially those individuals who the volunteer values.
- Create opportunities for volunteers to work together and build relationships with others. It creates a team and bonds the members which gives a sense of personal responsibility to the team.
- Create a bulletin board that features pictures and accomplishments of all your volunteers.
- Give volunteers unit pins.
- Plan a volunteer's party where your FRG volunteers can just socialize with each other – no business allowed! Great during deployments!

# Fun and Inexpensive Gift Ideas

- A Round Tuit (A cut out of a coin with the words Round Tuit written on it.) People say they can never get "A Round Tuit", but you always do!
- Ball You're a ball to work with OR Thanks for bouncing in with new ideas!
- Balloon Thanks for helping the FRG soar to new heights! OR Thanks for breathing new life into the FRG! OR Thanks for helping the FRG grow! OR
- Bandage Thanks for coming to our aid! OR Thanks for covering in a difficult situation.
- Book You're number one in our book!
- Cake or Cupcakes You take the cake as an outstanding FRG volunteer
- Candle, Match, Star or Light Bulb No one can hold a candle to you! OR
  Thanks for creating a spark in our FRG! OR Thanks for burning the candle at
  both ends to help our FRG! OR You help our FRG shine bright! OR You light a
- fire in our FRG!
- Coin Thanks for your "Good Cents!" OR A Penny for your thoughts!
- Battery Thanks for energizing our FRG!
- Fortune Cookie We are so fortunate to have you as a volunteer OR Your contributions are worth a "fortune."
- Glove Thanks for lending a hand! OR I've got to hand it to you you are terrific! OR Give me a high 5 – you're great! OR Give yourself a warm round of applause for the great job you do!
- Gum Thanks for sticking with us and making such a difference.
- Heart Thanks for caring and giving more than you ever receive.
- Kite String You can soar to whatever heights you choose.
- Lollipop Thanks for your help in licking challenges.
- M & M's Thanks! You are made a Marvelously, Moving difference in FRG.
- Book of Matches No one matches your contributions!!!!
- Mint You're worth a mint! OR Thanks for your CommitMINT!
- 100 Grand Bar You're worth a 100 Grand to our FRG.
- Paperclip Thanks for helping holding our FRG together.
- Post It Notes Thanks for sticking with us!
- Raisins Thanks for raisin' the FRG to a new level.
- Rubber band Thanks for stretching your limits, your patience, your flexibility and your endurance.
- Seeds OR Plants Thanks for all the great ideas that you have planted OR Thanks for helping us grow! OR You have grown and blossomed as a volunteer!
- Smiley Face We appreciate your smiling face!
- Sunglasses Thanks for helping us see this project through to a successful end.
- Tape Measure or Ruler You measure up as a fantastic volunteer.
- Warm Fuzzy Represents all the people you have touched

# FRG VOLUNTEER

Thank you for all you do for your family Readiness Group. First, you are a volunteer and we appreciate your time, energy, and talents. What you do is no small task and is vitally important to the well being of our families and Soldiers. Here are a few treasures that symbolize your spirit of volunteering.

- A mint because that is what you're worth.
- A Lifesaver because you have rescued so many in need.
- A flug and Kiss to represent the support you've given.
- M & Ms because you are Marvelous and Motivated.
- Confetti to celebrate your successes.
- A candle to symbolize how you light the way for families.
- A Tea Bag to enjoy a few relaxing moments.
- A Heart Sticker because your earing heart reaches so many.
- A Band Aid because you fix our families boo boos.
- A Safety Pin to remind you that you are bright, sharp and utterly indispensable.
- A pom pom to cheer you on.
- A coin to remind you that your not in this along and can always call for help!

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Primary Business Address Your Address Line 2 Your Address Line 3 Your Address Line 4 PLEASE PLACE STAMP HERE

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