7.1 Volunteer Recognition Policy

**Purpose**

<Insert Organisation Name> understands the need for, and commitment to, recognition of volunteer contributions.

**Background**

<Insert Organisation Name> values the principle of volunteerism and values the place volunteering has in our community and the immeasurable worth of volunteers to the organisation. <Insert Organisation Name> seeks to model best practice in volunteer involvement with regard to volunteer recognition.

**Policy**

<Insert Organisation Name> will endeavour to both informally and formally recognise and affirm the value of volunteers in all sections and levels of the organisation. This recognition may take the form of, but is not limited to, the following:

* Acknowledgement in reports to and by the Board;
* Opportunities for, and acknowledgement of, volunteer feedback, input and suggestions for continuous improvement;
* Service recognition which may include certificates, badges etc;
* Special volunteer recognition events;
* Recognition of personal milestones such as birthdays and anniversaries;
* Media releases;
* Personal thankyous;
* Entry to events, conferences, seminars etc;
* Leadership and training opportunities;
* Provision of references upon request;
* Acknowledgement during National Volunteer Week and International Volunteer Day.

Volunteer recognition will be planned and evaluated and volunteers will be consulted on appropriate acknowledgement aligned with the volunteer’s culture and perspectives. Resources will be allocated in the volunteer involvement budget. Formal recognition will be noted in the volunteer’s personnel record. This policy affects all volunteers; its application lies with all staff and Board Members.

**Standards**

1.1, 1.4, 2.1,-2.3, 5.4, 6.1, 7.1-7.4, 8.1-8.4

**Related Policies and Procedures**

* Volunteer Appraisal Policy and Procedure
* Volunteer Supervision Policy and Procedure
* Volunteer Training and Development Policy and Procedure
* Communication with Volunteers Policy and Procedure
* Documentation and Records Policy and Procedures
* Volunteer Attendance Records Procedure

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| Approved | CEO, | Signature |  |
| Review | Annual | Next Review Date |  |