

Top Ten Successful Volunteer Engagement Tips For Community Event Volunteers!

- 1. Make the experience ENJOYABLE!**
 - Volunteers who enjoy their experience represent your organization better, perform their roles better and contribute significantly to a successful event!
- 2. Volunteers aren't free! Make sure there's a budget to involve them.**
 - Will we provide food and beverages for volunteers?
 - Will volunteers be given nametags, jackets, hats?
 - What supplies will volunteers need to perform their roles?
 - Are there recognition items or activities planned?
- 3. Special Events Liability, what's that? Check with your insurance provider to see if you need event cancellation, accident insurance, event liability, and/or liquor liability insurance.**
 - Is there a chance a volunteer might get hurt in their volunteer role?
 - Are they already covered under our insurance?
- 4. Volunteer assignments should reflect the needs of the organization and the needs of the volunteer.**
 - How does the organization benefit?
 - How does the volunteer benefit? How can we create valuable experiences to keep volunteers coming back?
- 5. Volunteers need somewhere to call their own and someone to connect with.**
 - Do we introduce volunteers to their immediate supervisor at the start of their assignment?
 - Is there an area for volunteers to leave their jackets and belongings?
 - Is there a designated meeting location when volunteers arrive?
 - Is there a location for volunteers to take their breaks and access refreshments?
- 6. Do volunteers have the supplies and equipment to perform their assignments?**
 - Do volunteers need two way radios or cell phones?
 - Do volunteers have pens, whistles, programs?
- 7. Assess the risk and minimize it for all volunteer assignments. Use appropriate screening tools according to the level of risk involved in the position.**
 - Are volunteers supervising children?
 - Are volunteers handling money?
 - Based on the role, do we need to do interviews, Police Information Checks or reference checks?
- 8. Orientation and Training are different! Volunteers need an orientation to your organization and training to effectively perform their roles.**
 - Do we tell volunteers about our organization so they can tell others about our programs and services?
 - Do we have clear job descriptions for volunteer roles so everyone has the same expectations?
 - Do we train volunteers to correctly run the equipment or provide outstanding customer service?
- 9. Evaluate volunteer involvement throughout the event and after.**
 - Do we perform random spot checks to ensure volunteers are performing their roles effectively or to see if they need more support or supplies?
 - Do we provide a way to get feedback from volunteers following the event?
- 10. Say thank you!**
 - Have key people acknowledged the efforts of volunteers?
 - Have we said thank you in a timely and appropriate manner?
 - Are there meaningful benefits for the volunteer?