



Presents
Elements of Volunteer Resources Management

(from A Guide to Investing in Volunteer Resources Management: Improve Your Philanthropic Portfolio by The UPS Foundation and Association for Volunteer Administration, in collaboration with the Points of Light Foundation).

Please evaluate your volunteer program by placing an x in the appropriate box.

Elements of Volunteer Resources Management	Currently in place to some degree	Currently in place to a large degree	Not currently being done	Not applicable or not relevant
Written statement of philosophy related to volunteer involvement				
Orientation for new paid staff about why and how volunteers are involved in the organization's work				
Designated manager/leader for overseeing management of volunteers agency-wide.				
Periodic needs assessment to determine how volunteers should be involved to address the mission.				
Written position descriptions for volunteer roles.				
Written policies and procedures for volunteer involvement.				
Organizational budget reflects expenses related to volunteer involvement.				
Periodic risk management assessment related to volunteer roles.				
Liability insurance coverage for volunteers.				
Specific strategies for ongoing volunteer recruitment.				
Standardized screening and matching procedures for determining appropriate placement of volunteers.				
Consistent general orientation for new volunteers.				
Consistent training for new volunteers regarding specific duties and responsibilities.				
Designated supervisors for all volunteer roles.				
Periodic assessment of volunteer performance.				



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Periodic assessment of staff support for volunteers.				
Consistent activities for recognizing volunteer contributions.				
Consistent activities for recognizing staff support of volunteers.				
Regular collection of information (numerical and anecdotal) regarding volunteer involvement.				
Information related to volunteer involvement is shared with board members and other stakeholders at least twice annually.				
Volunteer resources manager and fund development manager work closely together.				
Volunteer resources manager is included in top-level planning.				
Volunteer involvement is linked to organizational or program outcomes.				