

SMP VOLUNTEER PROGRAM SELF-ASSESSMENT CHECKLIST

Program Development

- √ Do I know WHY I need volunteers?
- √ Do I know what they will do?
- √ Do I have a mission?
- √ Do I have position descriptions for my volunteers?
- √ Have I created all of the forms I need/want?
- √ Have I defined policies and procedures?

Recruiting

- √ Do I know where to find my volunteers?
- √ Do I know how to ask my volunteers?
- √ Do I have a system of management, supervision, and evaluation?

Retaining

- √ Do I know why my volunteers volunteer?
- √ Do I motivate my volunteers?
- √ Do I evaluate my volunteer program regularly?

Recognizing

- √ Do I have a system for recognizing my volunteers?
- √ Do I do it often?
- √ Do my volunteers feel valued and keep coming back?