



0h 55m

PLENUM AND  
SMALL GROUPS

## DESCRIPTION

Volunteers offer their valuable time because they are motivated by your organization's mission and activities. It is important to maintain and encourage this motivation.

To do this, you need to match volunteers with attractive and suitable tasks, support volunteers in their roles and personal development, and give volunteers recognition and feedback on their contribution.

This checklist helps you to assess and improve the ways that you serve your volunteers.



## PREPARATION

None



## MATERIALS

- Writing Materials



## TOOLS

- Background Paper:  
Volunteer Checklist (11)



SUMMIT



OUTLOOK

WORKING WITH  
VOLUNTEERS

**STEP 1 INDIVIDUALLY:**

Take a look at **Volunteer Checklist (11)**  and rate the organization's performance on the 12 points relevant to working with volunteers.

Use a scale where 1 = "totally untrue" and 5 = "totally true". **[10 MIN]**

**STEP 2 IN PLENUM:**

Combine the scores and discuss your organization's relative strengths and weaknesses. **[30 MIN]**

**STEP 3** Write down the conclusions of the discussion so that it can serve as a basis for improving your system of working with volunteers. **[15 MIN]**