METHOD	WHO	WHEN AND WHERE	RESOURCES
Which method?	Who will have access to this? Who will be responsible for implementing it? Who else should be involved in it? Will it be supervisor or peer-led?	Frequency Duration On demand or scheduled? Location Flexibility In person or remotely?	How much time will it require, including preparation? What facilities, equipment or materials may be required? What expenses might volunteers need to have reimbursed in order to access it? What information or expertise might you need to gather?

NOTE:
First and foremost, your system must address your organization's need to have work done to an acceptable standard. However, to be effective, good volunteer management must also meet the needs of your volunteers.

WORKING WITH VOLUNTEERS

Method Card 15 ■ ///