

**Checklist for effective volunteer programmes: Use this to review your own volunteer programme and consider areas for improvement or congratulation!**

<b>Elements of a good volunteer management programme</b>	<b>In place</b>	<b>Partially in place</b>	<b>Not in place</b>	<b>Irrelevant or inapplicable</b>
<i>All staff have understand and support the role volunteers play in achieving the organisation's goals</i>				
<i>Volunteer policies and procedures support and define the contribution of volunteers</i>				
<i>Someone is designated to be responsible for the volunteer programme</i>				
<i>There is a fair and clear interviewing and selection process</i>				
<i>Volunteers are involved in meaningful ways and roles</i>				
<i>Skills that the volunteer brings are being made use of</i>				
<i>Volunteers are recruited from diverse backgrounds (e.g. differently able and disabled, and varied gender, ethnic, and religious backgrounds)</i>				
<i>Any risk to the volunteer and anyone they support has been considered and steps have been taken to minimise these</i>				
<i>Volunteers receive a proper introduction to the organisation and have received relevant training</i>				
<i>Volunteers are supervised and given regular opportunities to receive and give feedback on</i>				

<i>their work</i>				
<i>Volunteers are welcomed and treated as valuable members of the team</i>				
<i>Volunteers are regularly recognised and thanked for their work</i>				