MODEL DOCUMENTS – APPENDIX 24

VOLUNTEER RECOGNITION

Name of Volunteer: _____

Position: _____

☐ **The volunteer programme has formal means of recognition (ceremony, certificates, pins, party, publicity, letter of reference, training, increased responsibility, thank you letter from Director, recommendation for outside awards)**

☐ **Paid staff are involved in the recognition of volunteer co-workers**

☐ **Informal recognition is provided (thanks from staff, name badges, parking spaces, coffee/tea, birthday/get well/special occasion cards**

Date(s)	Recognition (type and description)	Attended/ Received (Y/N)