

Excerpted from *The Volunteer Management Audit*, revised ed., by Susan J. Ellis, Energize, Inc., 2003. Available electronically at http://www.energizeinc.com/bookstore.html

TEASER CHECKLIST: ARE WE DOING THE BEST WE CAN WITH VOLUNTEER INVOLVEMENT?

Test your understanding of our volunteer involvement by indicating your opinion next to each item below: $\mathbf{Y} = \mathbf{Yes}$ $\mathbf{N} = \mathbf{No}$? = I don't know

Our organization...

- ____ Has access to highly skilled volunteers as on-call consultants or advisors.
- ____ Lists current volunteer opportunities with free Internet registry sites.
- ____ Participates in local National Volunteer Week celebrations.
- ____ Has a volunteer corps that reflects the diversity of our community.
- ____ Knows what volunteers are saying about us to their friends.
- ____ Provides training for staff who work with volunteers.
- ____ Is tapping into the new trends in volunteerism such as singles and families as volunteers, online service (virtual volunteering), and student service-learning.
- ____ Invites financial donors to participate as volunteers to increase their long-term loyalty.
- ____ Fulfills legal requirements for screening volunteers.
- ____ Benefits from national and local days of service like "Make a Difference Day."
- ____ Is implementing the best practices of volunteer management.
- ____ Sees the connection between direct-service volunteers, fundraising volunteers, board members, student interns, loaned executives, and other people who contribute time and talent to us without going onto our payroll.
- ____ Gets and uses input from volunteers on how we might improve our services.
- ___ Can create useful assignments for volunteers who offer us unexpected skills.
- ____ Has a vision for what we would like the volunteer program to look like in ten years.

Do these questions make you wonder if you are maximizing volunteer involvement on behalf of your agency? They should! Volunteerism is all about tapping the community to help meet agency needs. The only limits are imagination and not providing effective support once volunteers have been recruited. (If you answered **N** or **?** to more than half the questions, a *Volunteer Management Audit* may need to be in your future!)