

Table of Contents

Assessing Your Volunteer Program

• Assessment of Agency Readiness for Volunteers	05
• Staff Assessment Survey on Volunteer Involvement	06
• Checklist Prior to Recruitment	08
• Checklist for a Volunteer Recruitment Message	09
• Assessing Motivations: Matching People and Work.	10
• Placement Checklist for Community Service	11
• Checklist for a Volunteer Orientation Session	12
• Volunteer Training Design Worksheet	13-14
• Training Event Facilities Checklist.	15
• Workshop Evaluation Form	16
• Checklist Prior to Delegation	17
• Host Agency Responsibilities Checklist	18
• Staff Assessment of Volunteer Involvement	19
• Volunteer Assessment of the Volunteer Program.	20-21
• Volunteer Position Feedback and Evaluation Form	22-23
• Student Volunteer Self Assessment Form.	24
• Community Service Program Evaluation.	25
• Assessment of Community Service Experience	26
• Exit Interview Questionnaire	27
• Assessing Volunteer Recognition Efforts.	28
• Identifying Volunteer Program Risks	29
• Risk Management Assessment Worksheet.	30
• Assessment of Need for Volunteer Insurance	31
• Assessment of Volunteer Management Practices	32
• Volunteer Program Statistical Analysis Profile	33-35

Assessing Your Organization

• Assessing Organizational Norms.	37-39
• Assessing the Health of Your Climate	40-41
• Assessing Your Public Image	42-43
• Assessing the Potential for Successful Change	44
• Assessment of Need for a Meeting.	45
• Checklist for Effective Meetings	46
• Assessing Meetings	47
• Meeting Evaluation Form for Attendees	48
• Board Selection Characteristics	49
• Self Evaluation Instrument for Volunteer Board/Committee.	50
• Event Assessment Form for Committee	51
• Project Assessment Form	52-53
• Assessing Hidden Problems in Membership Groups	54
• Assessing Potential Success for Fundraising Efforts	55-56
• Checklist for a Proposal.	57

Assessing Yourself

• Assessing Responsibilities: An Audit of What You Do.	59
• Assessing the Balance in Your Life	60-61
• Job Stress Assessment	62
• Stress Tolerance Profile	63
• Burnout Quiz	64