

EXERCISES FOR SELF EVALUATION

Some exercises to help enhance your agency's volunteer management:

1. Write a one paragraph volunteer recruitment advertisement for your agency for a one day major fund-raising event, an on-going agency program, a specific demographic group (youth) or a highly professional placement of one volunteer (webmaster).

2. Write a basic "elevator speech" (concisely expressing what your agency does and/or needs) in 5 sentences or less.

Ex: " We encourage youth volunteerism, leadership and voice by training teens to identify unmet community needs and supporting their efforts to implement projects and programs to meet those needs. But that doesn't mean we don't need adult volunteers as mentors, teachers and advisors!"

- 1.
- 2.
- 3.
- 4.
- 5.

3. Write 4 open-ended questions you could use in an interview.

Ex: "What is the biggest issue facing our area and what should we do about it?"

- 1.
- 2.
- 3.
- 4.

4. Write a question that you think should **not** be asked in an interview. Why?

Question:
Why?.

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Some exercises to help enhance your agency's volunteer management:

1. Write 3 ways your volunteer program (or volunteers) contribute to the achievement of the organization's mission.

- 1.

- 2.

- 3.

2. Write 3 goals for your volunteer program.

- 1.

- 2.

- 3.

3. List 3 ways to provide formal volunteer feedback on either a regular or annual basis.

- 1.

- 2.

- 3.

4. List 5 agenda items that you think your organization should definitely include in an volunteer orientation:

- 1.

- 2.

- 3.

- 4.

- 5.

EXERCISES FOR SELF EVALUATION

List 10 ways to give recognition with no or low cost to the agency:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

EXERCISES FOR SELF EVALUATION

1. List 5 ways, within your agency, you could retain a high quality volunteer.

- 1.
- 2.
- 3.
- 4.
- 5.

2. Based on the several volunteer positions within your agency now, identify 3 formal trainings and the rationale for these trainings that your organization could provide to enhance the performance of their volunteer service. What about informal trainings?

FORMAL

INFORMAL

- 1.
- 2.
- 3.

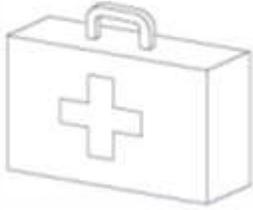
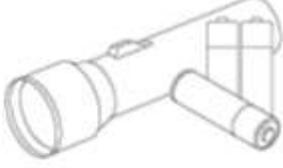
3. List 2 ways you could address burnout for the volunteers you know, right now

- 1.
- 2.

checklist

Are you ready? Find out more at ready.mt.gov

Emergency Preparedness Kit

<input type="checkbox"/> Water 1 gallon per person per day 	<input type="checkbox"/> Food Non-perishable (doesn't require refrigeration or heat) 	<input type="checkbox"/> Medications 	<input type="checkbox"/> First Aid kit 
<input type="checkbox"/> Battery-powered radio 	<input type="checkbox"/> Flashlights and batteries 	<input type="checkbox"/> Wrench or pliers to turn off utilities 	<input type="checkbox"/> Documents Copies of ID, bank, IRS, medical records, insurance papers, trust, investment, birth certificates, passport 
<input type="checkbox"/> Special needs Consider your specific needs, like oxygen, wheelchair batteries, medical supplies and prescriptions 	<input type="checkbox"/> Mobile phone and emergency charger 	<input type="checkbox"/> Clothing and blankets for each family member 	<input type="checkbox"/> Pet kit water, food, sanitation items, ID tag, crate, collar, a picture of you with your pet 

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