

Recognition of Volunteers – It is More Than a Letter

It is important to appreciate and recognize volunteers. There are many ways to show your appreciation in both formal and informal ways. Brainstorm together what will be the best model for your parish. You might want to consider an annual volunteer dinner, present an annual award to an individual or family who has been an outstanding example of the Stewardship of Service effort, a wall of fame, or focus on the efforts of one committee periodically throughout the year rotating the committee every 12 months. Included in this packet you will find two handouts: *Affirmation, Recognition, and Appreciation* and another entitled: *101 Different Ways To Thank Your Volunteers* prepared by Tom Rinkoski, Family Life Department.

AFFIRMATION, RECOGNITION, AND APPRECIATION

KEY ELEMENTS:

MUTUALITY
RESPECT

KEY TASKS

POWER
FRIENDSHIP
NEGOTIATION

ONE MINUTE PRAISING

- ◆ Praise people immediately
- ◆ Tell people what they did right - be specific
- ◆ Tell people how good you feel about what they did right and how it helps all the people in the church.
- ◆ Encourage them to do more of the same

USING NAMES

- ◆ Use the person's first name when delivering a comment.
- ◆ Greet volunteers by name when you pass them in halls
- ◆ When discussing a volunteer's ideas with others make sure you give them credit
- ◆ Acknowledge individual achievements by using volunteer's name when preparing reports.

PHOTOS

- ◆ Create a Hall of Fame with photos of outstanding volunteers
- ◆ Make a photo collage about a successful project that shows the people who worked on it, its stages of development and its completion and presentation.
- ◆ Create a yearbook to be displayed in the "lobby" that contains everyone's photograph, along with his or her best achievement of the year.
- ◆ Establish a place to display memos, posters, photos and so on that recognize progress toward goals.

OTHER

- ◆ Ask five people in your area to go up to the person sometime and say "_____ asked me to thank you for _____. Good Job!"
- ◆ Develop a behind the scenes award specifically for those whose actions are not usually in the limelight.

- ◆ Bring special snacks
- ◆ Cover the person's workspot with balloons
- ◆ Buy the person something they can use for their favorite hobby
- ◆ Gifts: Flowers, Gift certificate, Toys for child, audio cassette, chocolate, limousine ride, symphony tickets, massage, Packer Tickets,

The Ten Best Ways To Reward Good Work

Michael LeBoeuf

The Greatest Management Principle In The World

- | | |
|--------------------------|--------------------|
| 1) Money | 6) Advancement |
| 2) Recognition | 7) Freedom |
| 3) Time Off | 8) Personal Growth |
| 4) A piece of the Action | 9) Fun |
| 5) Favorite Work | 10) Prizes |

Rosebeth Moss Kanter

- #1) Emphasize success rather than failure. You tend to miss positive if you are busy searching for negatives.
- #2) Deliver recognition and reward in an open and publicized way. If not made public, recognition loses much of its impact and defeats much of the purpose for which it is provided.
- #3) Deliver recognition in a personal and honest manner. Avoid providing recognition that is too slick or over produced.
- #4) Tailor your recognition and reward to the unique needs of the people involved. Having many recognition and reward options will enable management to acknowledge accomplishment in ways appropriate to the particulars of a given situation, selecting from a larger menu of possibilities.
- #5) Timing is crucial. Recognize contributions throughout a project. Reward contribution to the time an achievement is realized. Time delays weaken the impact of most rewards.
- #6) Strive for a clear, unambiguous and well-communicated connection between accomplishments and rewards. Be sure people understand why they receive the awards and the criteria used to determine rewards.
- #7) Recognize recognition. That is, recognize people who recognize others for doing what is best for the church.

