

Section III

ELEMENTS OF EFFECTIVE VOLUNTEER PROGRAMS

In this section you will find a variety of information and suggestions for building and improving your volunteer programs. You can use this information as a model for identifying priorities for your school.

Your priorities should include safety and liability, quality rather than quantity, and creating a supportive and professional program that is manageable and sustainable.

Keep in mind that you have colleagues working in other schools and in the community that you can call on for more information or advice.

Section Parts

1. Effective Programs Flow Chart
2. Building a Foundation
3. Recruiting Volunteers
4. Volunteer Application and Screening
 - a. Appendix of Forms
5. Volunteer Placement
6. Volunteer Orientation and Training
7. Volunteer Support and Program Management
8. Volunteer Recognition and Appreciation
9. Quality Control

“Ideal” vs. “Reality” *This section offers suggestions that can be helpful, but also challenging to implement. Use your best judgment to decide what is reasonable for you and your school to accomplish.*

ELEMENTS OF EFFECTIVE VOLUNTEER PROGRAMS—Part 1

Effective Programs Flow Chart

Here is an overview of elements that are included in effective volunteer programs. This can be helpful for those creating a new program or wanting to strengthen a current program. Remember this is a process that does not always flow easily from one step to the next. Your school may be doing well with some of these elements and need to improve in others.

- ❖ ***TIP:*** *Always rely on the school/program goals to make decisions and assess needs.*

