

## VOLUNTEER RESOURCES MANAGEMENT PRACTICES INVENTORY

	Yes	No	Don't Know	Doesn't Apply
Overall written agency policy on volunteers	—	—	—	—
Separate budget for volunteer program	—	—	—	—
Budgeted funds at individual department level for volunteers	—	—	—	—
Formal staff training in volunteer management	—	—	—	—
Written job descriptions for volunteers	—	—	—	—
Minimum time commitment for volunteers	—	—	—	—
Use of mass media recruitment (TV, radio, Internet)	—	—	—	—
An outreach plan to diversify volunteer recruitment	—	—	—	—
Formal interview process	—	—	—	—
Criminal record checks of potential volunteers	—	—	—	—
Reference checks of potential volunteers	—	—	—	—
Health screening of potential volunteers	—	—	—	—
Probationary or trial period for new volunteers	—	—	—	—
Written volunteer agreement	—	—	—	—
Formal volunteer orientation for volunteers	—	—	—	—
Formal training session for new volunteers	—	—	—	—
Scheduled evaluation for all volunteers	—	—	—	—
Annual volunteer recognition event	—	—	—	—
Ongoing recognition of volunteers	—	—	—	—
Reimbursement of volunteer expenses	—	—	—	—
Insurance coverage for volunteers	—	—	—	—
Formal volunteer exit interview	—	—	—	—
Use of volunteers to help the Volunteer Coordinator	—	—	—	—
Use of volunteer management computer software	—	—	—	—