

R³ - IS YOUR CLUB VOLUNTEER READY?

Below is a checklist that will allow you to see how ready your club is to manage its volunteers.

Go through the checklist below and tick the necessary boxes. It doesn't matter if you have no ticks. The purpose of this document is to get a benchmark so that you are able to organise your approach to volunteers moving forward.

Does your club have the following?

An idea of how many volunteers it will require every year?

A person who is responsible for leading the volunteer space?

A volunteer management programme?

A database (list) of volunteers?

If so, does your database have the following?

Name	<input type="checkbox"/>
Why they are volunteering?	<input type="checkbox"/>
Address	<input type="checkbox"/>
Phone Number	<input type="checkbox"/>
Email	<input type="checkbox"/>
Relevant Skills to Help the club	<input type="checkbox"/>
Areas that they'd like to help the club	<input type="checkbox"/>

Specifically-timed recruitment drives for volunteers?

A formalised way of ensuring all of your volunteers are thanked in a way that is relevant to them?

A formalised way of training those volunteers that require training?

A formalised way of linking all of the work done to the long term direction of the Club?

WHERE TO FROM HERE?

Now that you have an idea of what may be required to manage your volunteers effectively you can start to create an action plan and prioritise the order of which you would like to approach the volunteer management at your club.

It's important to note that each club will operate slightly differently, have a different amount of resource available, and want to work in their own way. With that in mind not every club will require all of the detail above and your club may be able to operate effectively using less than everything noted.