

Special Olympics VOLUNTEER TRAINING SERIES

RECOGNITION

Participant's Guide



Participant's Guide

Special Olympics Volunteer Management Series

ACKNOWLEDGEMENTS

The Special Olympics Volunteer Management Series has been made possible with the help and dedication of the following:

- Special Olympics staff
- The Global Volunteer Resource Development Team
- Program leadership, with special thanks to Nancy Sawyer and Janet Novak

We would like to extend a special acknowledgement to Betty Stallings for her guidance and expertise and for permission to use her work: *Training Busy Staff to Succeed with Volunteers – The 55 Minute In-Service Training Series*, on which the following module is based.



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Introduction:

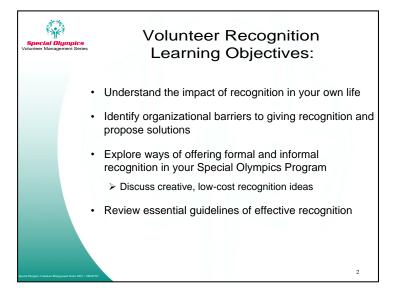
Often volunteer recognition is narrowly thought of as a formal banquet, a t-shirt, or a letter that acknowledges a volunteer's service with Special Olympics. But the scope of recognition is much broader than this and must be considered an integral part of every Special Olympics Programs – a management philosophy that continually seeks to notice and value individual contributions.

Powerful and meaningful recognition begins when we recognize the talents and desires of prospective volunteers and offer them the job which responds to their motivational needs. The remainder of meaningful recognition is the myriad ways we formally and informally say, "I noticed" and "thank you."

Recognition should be timely and genuine. It can be either formal or informal and should be based on the motivation and level of responsibility of the volunteer. Informal recognition should exist at all levels of the Program. Formal recognition should be the responsibility of the Program's paid and volunteer staff.



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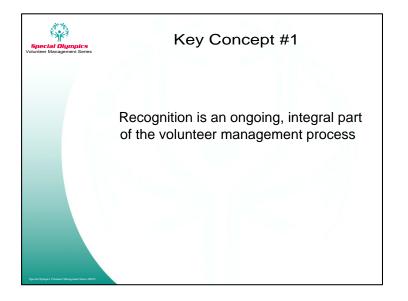


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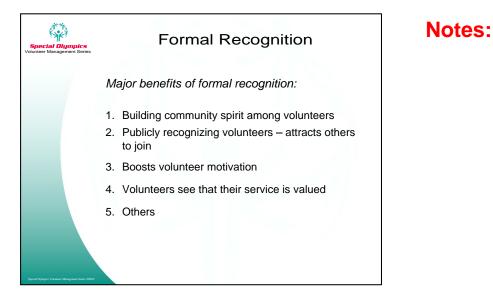


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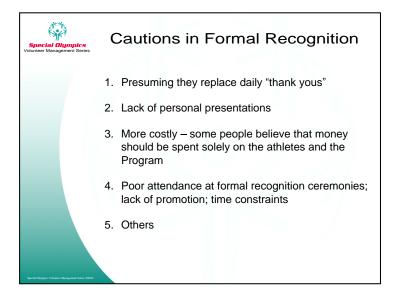


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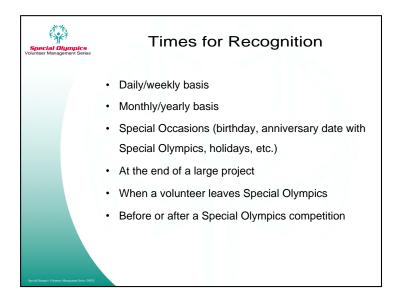


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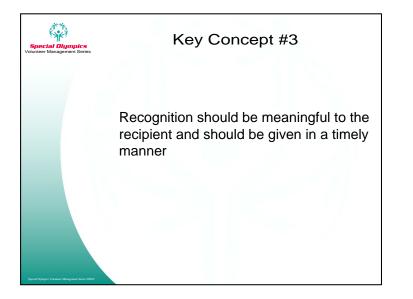


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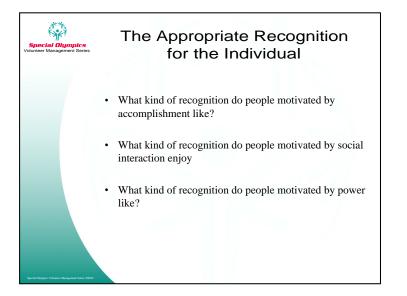


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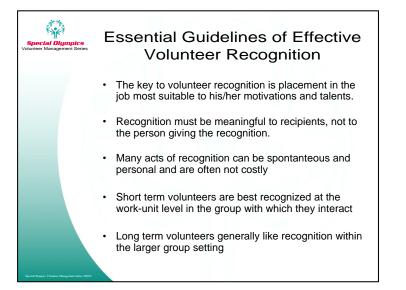


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Innovative Ways to Recognize Volunteers

Day of Event Volunteers:

- Credential with volunteer's name
- Ticket for lunch
- Public acknowledgment in speeches
- Management team thanks volunteers on the job
- Give away donated or promotional gifts
- Discount coupons for Special Olympics merchandise

Office Volunteers:

- Create a bulletin board that features pictures and accomplishments of each volunteers
- Leave candy kisses at the volunteers work station
- Send birthday/holiday/anniversary cards
- Feature volunteers in Program newsletter
- Give a small gift after time periods of service could be a gift created by athletes

Committee Members:

- · Give committee member identification cards
- A T-shirt or hat with committee name on it
- Hospitality area for committee members
- List names in Program newsletter



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Year-round Volunteers :

- Write a letter of appreciation to the volunteer's parent, children, spouse, boss
- Highlight volunteer in Program newsletter
- Include volunteer in Program planning process
- Have an annual party in their honor this does not have to be a formal banquet
- Offer chance to attend a training with expenses either donated or paid by Special Olympics
- Nominate volunteer for local volunteer award
- Reimburse for some incurred expenses
- Present with pin for 1, 5, 10... 25 years of volunteer service
- Establish a Program designated volunteer week

Management Team Members:

- Provide a name badge
- Provide with a radio, cellular phone or laptop
- Encourage feedback and suggestions on improving the Program
- Offer chance to attend a training with expenses donated or paid by Special Olympics



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Additional Resources on Recognition

On-Line Resources:

<u>http://energizeinc.com</u> Energize, Inc. is an international training, consulting and publishing firm specializing in volunteerism. Their goal is "to connect leaders of volunteers with resources, information and ideas generated from around the world."

<u>http://www.iave.org</u>. IAVE is "the only international organization with the mission to promote, celebrate, and strengthen volunteerism worldwide." The International Association for Volunteer Effort (IAVE) worked in close cooperation with the United Nations Volunteers and was a major contributor in establishing the International Year of the Volunteer.

<u>http://e-volunteerism.com/</u> The "Electronic Journal of the Volunteer Community," e-Volunteerism is a quarterly online publication that caters to volunteer leaders and managers.



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Participant Evaluation Form

Thank you for taking the time to share your evaluation of today's seminar. Your critique is valued and will be considered as we continually strive to improve our support to all personnel who team with volunteers.

The learning objectives in this workshop were:

	Discuss the power of recognition in your own life	 _met _	_partially metnot met
I	Identify any personal and organizational barriers to giving volunteer recognition and propose solutions to address them	 _met _	_partially metnot met
(Employ the broad spectrum of ways volunteers can be thanked both formally and informally within their organization	 _met _	partially metnot met
	Review essential guidelines of giving effective recognition.	 _met _	partially metnot met

Comments:

Special Olympics Volunteer Training Series - version 1,1 (January 2003)



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This session was:	Yes	No
helpful		
provocative		
practical		
well-paced too short		
too long		

Comments:

The trainer was:	Yes	No
knowledgeable		
prepared organized		
enthusiastic		
good discussion facilitator		

Comments:



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In what ways can you utilize this material in your work?

What, if anything, do you plan to do differently as a result of this training?

What additional information on this on any other topic dealing with volunteers would be helpful to you in your work?

What suggestions do you have to strengthen this workshop?

Further comments or suggestions:

NAME (optional)

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