Encouraging Culture Checklist

How to Use it: Use this checklist to see if your organisation is encouraging volunteers post-Covid.

Next step: Create a volunteer survey to check if you are meeting your volunteer needs.

Time it takes: This checklist only takes a few minutes. Revisit often and discuss with the committee if you need to add or delete questions.

EXAMPLE ENCOURAGING CULTURE CHECKLIST

- ☐ Did we provide one-on-one welcomes for new team members?
- ☐ Do we offer mentors or volunteer buddies to help new volunteers?
- ☐ Does each volunteer have a coordinator or manager?
- ☐ Does each volunteer role have a clear job description?
- ☐ Do we have a website and social media pages that are professional and well-managed?
- ☐ Have we asked everyone how they like to be encouraged? For example, some people might like public encouragement while others prefer private recognition.
- ☐ Do we have a positive culture? For example, this does not mean forced positivity, but includes kindness, respect, gratitude, integrity, and trust.
- ☐ Have we considered handwritten thank-you notes? Having a card to post at their desk or share on social media can impact volunteers in a powerful way.
- ☐ Do we celebrate and acknowledge individual members' successes, goals, skills, and talents?
- ☐ Do we have ways of celebrating success?
- ☐ Do we have a standing meeting, gathering, or huddle to touch base, recognize volunteers, and realign on mission and vision?
- ☐ Do we share positive stories? For example, are there opportunities to share stories of someone's contribution to inspire and encourage the whole team?