Volunteer Engagement Checklist

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How to Use it: Use this checklist to see if your organisation is keeping volunteers engaged 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 VOLUNTEER ENGAGEMENT CHECKLIST

- ☐ Did we offer 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, and is it clear who they are?
- ☐ Does each volunteer role have a clear job description?
- ☐ Do we have a website and social pages that look professional and keep people engaged?
- ☐ Have we updated our website lately?
- ☐ Does our website let people sign up or ask questions easily?
- ☐ Are we matching volunteer skills with their interests?
- ☐ Do we have emails or newsletters that keep volunteers updated?
- ☐ Do we offer any online/at-home volunteering?
- ☐ Do we have flexible volunteer options?
- ☐ Do we invite volunteers to meetings or gatherings?
- ☐ Do we highlight perks like special events, writing for the newsletter, gifts/prizes/honours, etc?
- ☐ Do our new volunteers get all the documents, resources, and information they need?
- ☐ Do our volunteers have a written copy of their responsibilities, objectives, and/or physical items they might need like a computer, water bottle, charger, etc?
- ☐ Do all volunteers have information on our org's history, mission & values, roles, and organisational structure?
- ☐ Do we create team-wide events to help volunteers learn more about our culture?
- ☐ Do we encourage written or oral feedback from volunteers?
- ☐ Do we write recommendation letters for volunteers?