

Recognizing Volunteer Contributions Tip Sheet

- **Be Attentive to Volunteers' Needs**
 - *Provide an orientation to the building and go over procedures at volunteers' first visit.*
 - *Be courteous, offer support, provide feedback and show gratitude for their contribution.*

- **Recognize Contributions on a Regular Basis**
 - *Develop a system for thanking volunteers.*
 - *Recognize contributions privately and publicly.*
 - *Ensure that the recognition system is sustainable and can be implemented consistently.*

- **Recognition and Appreciation Ideas**
 - *Provide special Man Power buttons for volunteers to wear instead of the generic Visitor's Badge.*
 - *Provide volunteers with a Free Lunch Ticket for a school lunch each time they visit.*
 - *Send a thank you note or make a personal phone call as men sign up to volunteer, as they complete a scheduled visit or contribute in other ways.*
 - *Display pictures and names of volunteers on a "Man Power Wall of Fame" near the entryway.*
 - *Thank volunteers by name and share Man Power celebrations in the newsletter on a monthly basis*
 - *Look to Community Partners to support recognition of Man Power participant contributions (ex: donating appreciation items, sponsoring an appreciation event, offering a discount, etc.)*
 - *Host a recognition event for Man Power Volunteers at the end of the year. Consider coordinating these efforts with traditional volunteer recognition.*

