VE-02 MANAGING EXISTING VOLUNTEERS

**Purpose**

This is to provide information on managing trained volunteers and associated responsibilities

**Policy**

HSWM will

**Staff /Areas Affected**

* Volunteer and Programs Manager

**Responsibilities**

**Volunteer and Programs Manager** – day to day management and issues relating to all Volunteers.

**Procedures**

Manage volunteer hours

* + Go to ‘google drive’ - Volunteer folder. Click volunteer hours
  + Separate by which month you need

Sending emails to volunteers

* + Gmail - Email: [volunteer@hswestmi.org](mailto:volunteer@hswestmi.org),Password: volunteer123
  + Click BCC: volunteeremails (should pull up all volunteers in the contact log)
  + Send updates as necessary to keep volunteers informed

Update Volunteer Board

* + Put up monthly updates for volunteers on board right by volunteer log in station
  + Include any need to know information

Signing in and out

* + Volunteer clicks to volunteer home page on log in computer
    - Finds last name and first name
    - Clicks date they are volunteering
    - Click amount of time they plan or did stay
    - Click volunteer position
    - Hit submit
  + If volunteer forgets to log in or out they can email Volunteer Coordinator and he/she can add hours.

Volunteer parties

* + September - Volunteer Appreciation party
    - Usually a Sunday from 1-3pm in September
    - Johnson Park open shelter $150, or Blandford Nature Center shelter $90
    - HSWM caters and supplies all the food and drinks
    - Raffle prizes, games etc.

December - Volunteer Holiday party

* + - Typically held the 1st or 2nd Friday night of December, 6-8pm
    - Potluck style (Olive Garden on Alpine caters for free)
    - White Elephant Gift Exchange. Volunteers bring a wrapped white elephant gift from home. One gift per player. Volunteers draw a number.  The number they select is the order they go. Once their number is drawn volunteers can choose to pick a wrapped gift from the table or choose to steal a gift. Can only steal a gift once (takes too long with unlimited steals)

April-national volunteer appreciation week

* + - Sunday-Saturday
    - Have staff provide treats and goodies for volunteers throughout the week
    - Decorate building with thanks and acknowledgement

**Revision History**

Created 11-5-18