**Volunteer Exit Survey Template**

**Why consider this?**

Volunteers will leave for many reasons. The information they provide you when leaving is excellent feedback you can use to improve your volunteer program, and support others volunteers better, both now and into the future.

**How to use this tool**

To create a tool specific for use in your Club or Association, please insert the information in the **“Copy / Paste”** area below into a document that includes your Club or Association header and any other information believed relevant.

**Making information accessible and available in multiple languages**

Our community is diverse, encompassing multiple language and accessibility needs. We encourage ensuring your information can be available to people with visual disabilities as well as produced in languages relevant to your community, Club or Association.

The Victorian Government provides online resources to assist you with:

* [Language interpretation or translation](https://www.vic.gov.au/interpreters-and-translations)
* [Visual accessibility](https://www.vic.gov.au/make-content-accessible)

**More sport-specific tools about volunteering**

Sport Volunteering is a big topic with many areas where expertise is required. A range of sport-specific resources have been created to assist you in your strategies and practices around volunteers. This tool is one of many tools and factsheets available at [**Volunteering Victoria’s sport specific webpage**](https://www.volunteeringvictoria.org.au/sport-volunteering/). We encourage you to check out the full range of tools and use those which may support and apply to your club.

**Copy / Paste**

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| --- | --- |
| **Volunteer Exit Survey** | |
| **Volunteer name** | |
| **Date of interview** | |
| **1** | **What is your primary reason for leaving, and did anything trigger your decision to leave?** |
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| **2** | **What parts of your role did you find satisfying, and what did you find dissatisfying?** |
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| **3** | **Did you receive enough training and information to perform your role effectively?** |
|  |
| **4** | **Did you receive adequate support to perform your role effectively?** |
|  |
| **5** | **Were there barriers or obstacles that made your role more difficult?** |
|  |
| **6** | **How do you generally feel about our Club?** |
|  |
| **7** | **What can our Club do better to support volunteers like you?** |
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