**Volunteer Recognition checklist**

**Why consider this?**

It is important for volunteers to feel recognised, valued and wanted. Recognition can often be in simple ways, but make a big difference to the person giving you their time.

This checklist includes various simple, suggested methods to provide recognition. You can use the checklist to see options you may choose and work out which ones you will.

**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 Recognition Checklist**Helping our volunteers to feel valued, valuable and wanted. Steps the Club will put into place |
| Provide free club merchandise such as T-shirts, badged gaps or drink bottles |  |
| Provide water, refreshments, food, and sunscreen (where applicable) |  |
| Provide shade, seats and safe locations for placing valuables as well as taking breaks |  |
| Thank-you letter / email |  |
| Reimbursement process for out-of-pocket expenses |  |
| Volunteer celebration function |  |
| Service recognition awards |  |
| Celebration and acknowledgement of volunteers into key communication platforms – such as noticeboard, Club social media, annual reports, club emails |  |
| Enter outstanding volunteers into community-based recognition awards |  |
| Other |  |