<table>
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<th>Volunteer Recruitment</th>
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| Needs assessment activities | o My unit/division has an individual or committee dedicated to the recruitment of new volunteers.  
 o My unit/division considers the needs of the organization when developing recruitment activities.  
 o My unit/division considers past recruitment techniques and evaluates their effectiveness when developing a plan. |
| Strategic planning of volunteer recruitment activities and needs | o My unit/division develops a strategic plan for recruiting new volunteers.  
 o My unit/division shares a recruitment plan with the current members.  
 o My unit/division has a process (or various methods) to pass down historical information to members who are new to supporting volunteer recruitment.  
 o My unit/division collects ideas from, minimally, all volunteers when creating a strategic plan for recruiting. |
| Recruitment activities | o My unit/division implements a variety of strategies to recruit new volunteers. |

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<th>Volunteer Engagement</th>
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| Onboarding and training | o My unit/division has orientation session(s) for new volunteers.  
 o My unit/division makes information about the organization available to new volunteers (e.g., bylaws, processes and procedures, other resources, etc.).  
 o My unit/division has thought about how it conducts or provides orientation session and makes onboarding and training information available. |
| Initial engagement strategy | o My unit/division gathers information about new volunteers to understand their motivation for volunteering.  
 o My unit/division gathers information about new volunteers to understand their skills (and even contacts) that could contribute to the organization. |
| Volunteer management and support | ○ My unit/division has an individual or committee dedicated to supporting new volunteers throughout their first year.  
    ○ My unit/division has a mentor program for new volunteers.  
    ○ My unit/division has activities scheduled throughout the year to support new volunteer engagement. |
|----------------------------------|----------------------------------------------------------------------------------------------------------|

### Volunteer Retention

| Ongoing engagement strategy | ○ My unit/division has opportunities and/or activities scheduled throughout the year to support all new volunteers’ ongoing understanding of the organization (e.g., bylaws, processes and procedures, other resources, etc.)  
    ○ My unit/division identified alternate opportunities for new volunteers when there is not a match with their initial activity/area of interest.  
    ○ My unit/division motivated/encourages its volunteers to do more. |
|-----------------------------|----------------------------------------------------------------------------------------------------------------|
| Volunteer management and support | ○ My unit/division keeps volunteers informed of new programs, updates, special projects, etc.  
    ○ My unit/division makes it easy to find volunteer opportunities and apply or sign up for them. |
| Task and role matching | ○ My unit/division asks volunteers to take on tasks that match their interests.  
    ○ My unit/division asks volunteers to take on tasks that match their skills set.  
    ○ My unit/division seeks ways to help volunteers build skills to help them in their career. |
| Volunteer recognition | ○ My unit/division recognizes the contributions made by volunteers (e.g., thank letters, public recognition on website). |