

## Evaluating Management Volunteer Progress

Goals! It's all based on goals. Management volunteer evaluation is the creative process of determining, "How close are we to accomplishing our goals for this time period?"

The various related questions and answers can take the form of verbal or written reports, letters, bar graphs, statistical data, dialog, portfolios, checklists, video, testimonials, slide presentations, and much more. Or you can use any combination of these formats.

Review the expectations listed in the role description. Then use this sample progress report as a basic springboard for your own creative pursuit of information.

### Management Volunteer Progress Report

From \_\_\_\_\_ to \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Major responsibility: \_\_\_\_\_

1. List your goals for this reporting period, and rate yourself (0 to 5 points) on how completely that goal was met. 0 is low, 5 is high.

\_\_\_\_\_

2. Which of these goals are you continuing during the coming report period?

\_\_\_\_\_

3. What were the success factors for the goals you rated 4 or 5?

\_\_\_\_\_

4. What were the challenges or obstacles for the goals you rated 0, 1, or 2?

\_\_\_\_\_

5. What were your greatest accomplishments in this reporting period?

\_\_\_\_\_

6. What factors contributed to these successes?

\_\_\_\_\_

7. What new goals do you have for the coming reporting period?

\_\_\_\_\_

8. What resources or support would make success easier for those goals?

\_\_\_\_\_

9. Which of these training opportunities would help you accomplish these goals?

\_\_\_\_\_

10. Enclose any relevant comments from your volunteers, materials developed, news clippings, or program flyers, for placement in your performance files, as reminders of your management successes.

\_\_\_\_\_

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## Developing a Growth Plan with Volunteer Managers

You owe it to the program. You owe it to your management volunteers . . . the opportunity to grow!

The volunteer role is probably only a small part of the volunteer manager's life, but our organization is in the people-development business, and whatever percentage of a person's time is involved in the program, that time needs to be a period of growth. Too often, we focus on the program and forget that youth development can also be a growth tool for helping the adults who work with those young people . . . and even for the adults who work with the volunteers who work with the young people!

The major element of a growth plan is trust, openness, and sincere interest in communication. Another element is a thorough knowledge of the organization's program, human, material, and training resources. The following discussion guide is one tool for combining those vital elements. Adapt it to your own program.

### Management Volunteer Improvement Plan

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Major responsibility: \_\_\_\_\_

What were you hoping to accomplish this year?

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What were your greatest accomplishments this year?

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What skills, traits, strengths, ability, or support contributed most to this success?

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What were your greatest obstacles? How did you overcome them?

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What were your major mistakes?

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What would you do differently if you were to do it again?

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What strengths, talents, skills or abilities did you discover or strengthen this year?

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Which skills, talents, and knowledge areas would you like to strengthen in the coming year?

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How could you best develop those attributes through our program in the coming year?

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What do you hope to accomplish for young people in the coming year?

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. . . in the coming three years?

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What do you want to accomplish in the coming year **personally**?

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How can we help you accomplish these personal goals?

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What do you want to accomplish professionally this year?

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How can we help you?

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What is your vision for your community in 5 years?

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How can we work together to make it happen?

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Which training opportunities would help you reach your program, personal, professional, or community goals? (See county list.)

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Which program opportunities would help this year? (See county list.)

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How can we make this management volunteer role more fulfilling?

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Refer also to the *Evaluating Volunteer Progress Fact Sheet* found in the Sustainability section of the ***Volunteerism for the Next Generation Fact Sheets*** and cited in the ***Volunteerism for the Next Generation Rubric and Syllabus***.

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