

Acting on the Vision with a Three-Year Plan

By now you must be feeling the pressure of this seemingly overwhelming challenge. The fact that you didn't just need a volunteer delivery system **yesterday** (you needed one **10 years ago!**) intensifies your anxiety.

Relax! Take a deep breath, and divide this challenge into manageable tasks you don't have to accomplish in one year. In fact, a three-year plan works well for many volunteer administrators. Use these logical examples as guides for dividing your own plan into doable pieces.

This outline shows ways to build on your initial needs assessment, goal setting, and staffing. It introduces evaluation and revision in the third year.

- Assessment, Goal Setting, and Staffing – Year 1

- Legitimization with Key Players
 - Putting a Planning Team in Place

- Strategic Planning

- Needs Assessment

- Vision

- Mission

- Goals

- Action Plan with Immediate Emphasis on Greatest Needs

- Identifying Needed Roles

- Selecting Needed Volunteers

- Orienting Volunteers

- Recruiting and Retraining – Year 2

- Selecting

- Orienting

- Training

- Utilizing (integrating personnel management, relationships, office management, resource identification)

- Recognizing

- Evaluating program and volunteer progress.

- Recruiting, Retraining, and Rethinking – Year 3

- Selecting

- Orienting

- Training

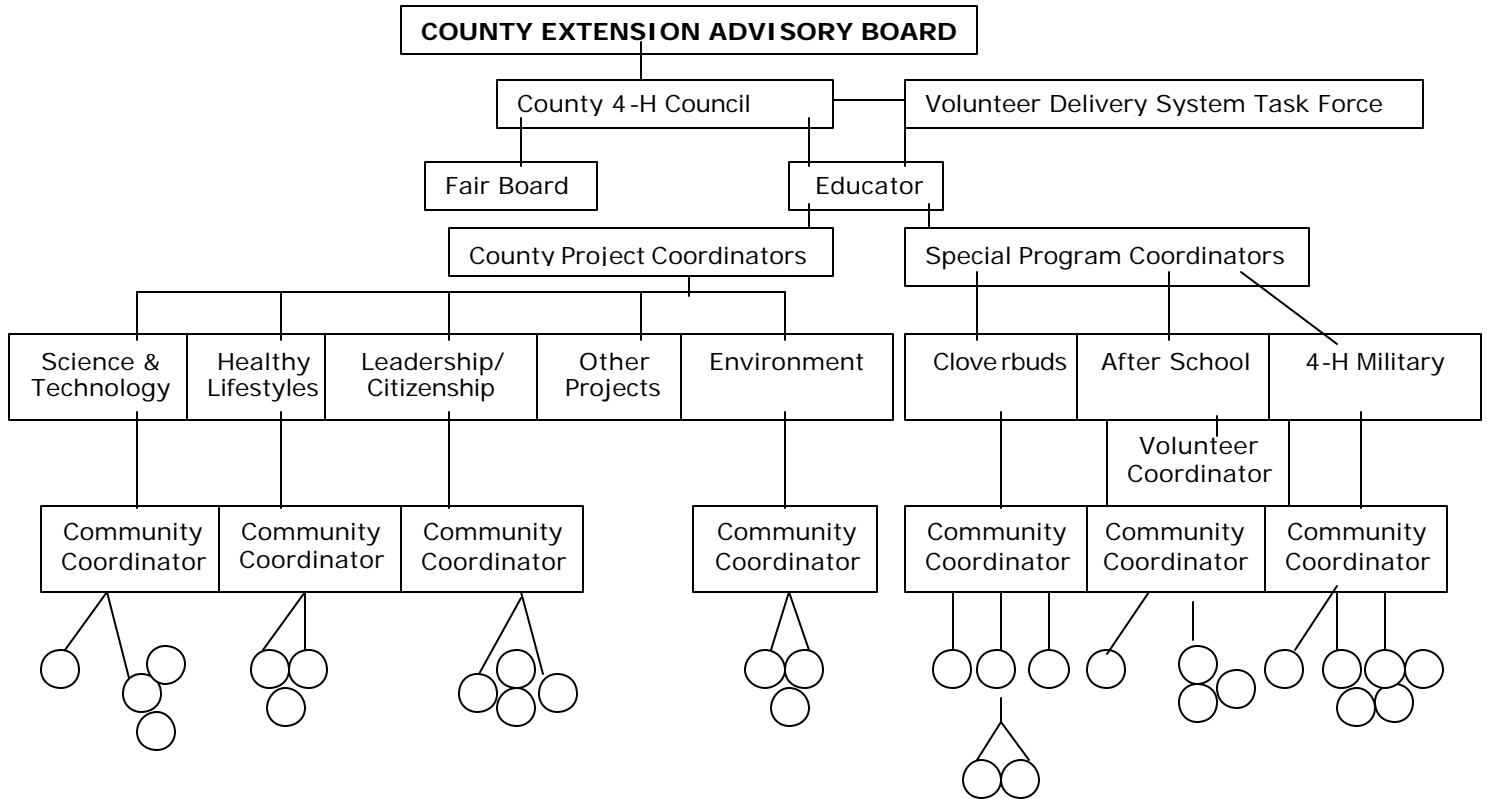
- Utilizing

- Recognizing

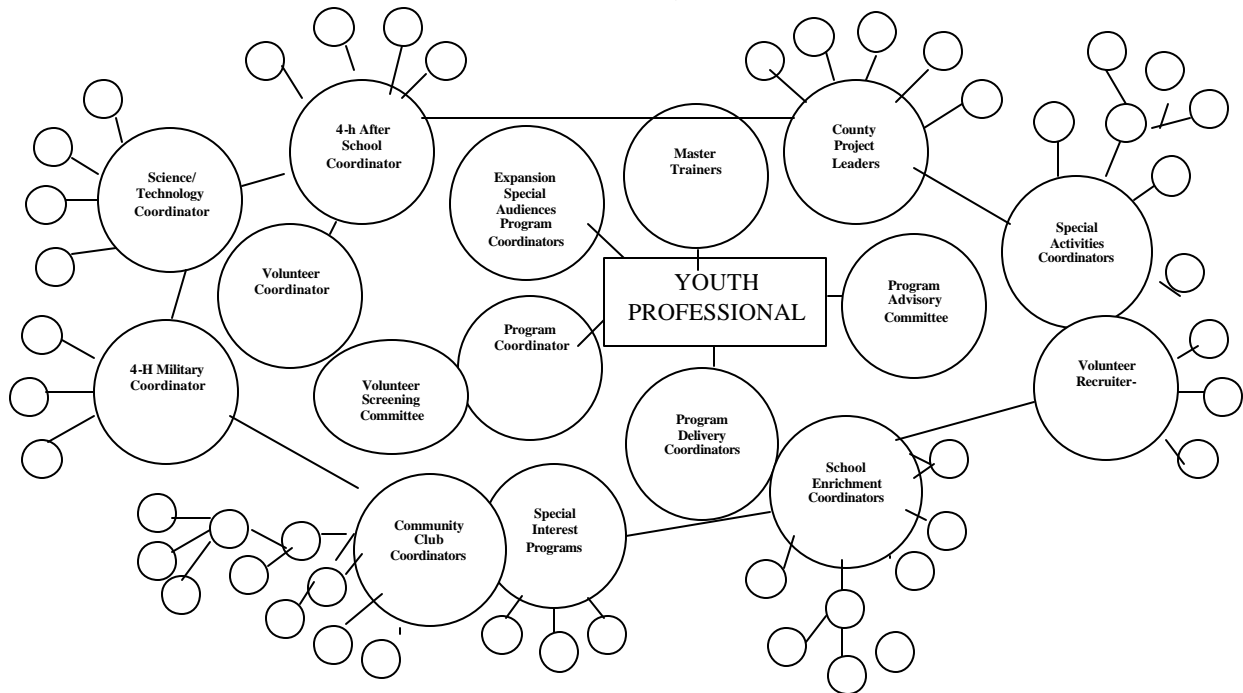
- Evaluating



One approach to putting the system in place is shown here:



This model builds on the first year's core by adding management volunteers the second year and other volunteer-led units and efforts the third year.



Work with your task force or planning committee to determine your own emphasis for the next three years.



Volunteerism for the Next Generation



This example incorporates After School, **Healthy Lifestyles**, and Science & Technology into its plan, and even gives the number of coordinators needed for various program areas within this plan. While the first year plan may be ambitious for some programs, it is one example of an existing program expanding in scope by incorporating a volunteer delivery system. It specifies positions in contrast to the program components listed on the previous page.

LOCAL 4-H UNITS

YEAR 3

Refine & Build on Overall Program Management Plan

Program Coordinators

- Supervise area volunteer recruiters
- Geographic Contacts
- Oversees Training & Orientation for New & Ongoing Volunteers
- Multi-area 4-H contacts

Publicity/PR Coordinating Committee

- Institute public relations plan for county

YEAR 2

Implement Overall Volunteer Program Management Plan

3 to 6 – 4-H Volunteer Recruiter Trainers

- Recruit/Screen
- Teach/Orient
- Support New Volunteers

3 to 6 – 4-H Special Resource Volunteers

- Fund Raising Coordinator
- Co-state Teen Council Advisor
- State Fair Representatives

YEAR 1

Organize Task Force on Overall Volunteer Program Management

3 Area 4-H Club Coordinators

- Office liaison
- Local leader support system

5 County 4-H Project Leaders

- Horse
- Clothing
- Healthy Lifestyles
- Woodworking
- Science & Technology

2 County Special Activity Coordinators (i.e.)

- County Demonstration Day
- Fashion Review

1 After School Coordinator

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