

Checklist for Documenting Volunteer Participation

Documentation is a supervision necessity. Use this checklist from **Voluntary Action Leadership**, Fall 1988 as a reminder.

- Do you currently keep records of volunteers' hours?
- Do you keep up-to-date documentation of these hours on each volunteer?
- Do you use a record of hours contributed as a resource for evaluation of volunteers?
- Do you record volunteer hours for each department or project in which volunteers are placed?
- Do you issue regular reports to agency administration and department supervisors about volunteer involvement?
- Do you use this information to evaluate management practices of each program or department?
- Do you use this information to evaluate the strengths and weaknesses of the volunteer program as a whole?
- Does your agency include reports on volunteer contributions in funding requests and grant proposals?

Reprinted from Green TAXI, Utilizing the Full Involvement of Management Volunteers, with permission of National 4-H Council.



Volunteerism for the Next Generation

