#TEAMHERTS VOLUNTEERING

BEST PRACTICE TOP TIPS

Planning on using volunteers in your organisation

- Make sure your organisation understands why volunteers are/should be involved and their value
- Provide volunteer tasks which are varied and innovative – they don't just fill a gap where you are cutting resources
- Certify volunteering roles are open to everyone – you have a recruitment process agreed and suitable to the role
- Ensure that role descriptions are in place and accurate - these can then be used to review the volunteer's progress
- Make sure there is a volunteering policy in place – this will set out expectations, expenses, procedures and who they should speak to with any issues
- Include volunteer expenses – best practice states that out of pocket expenses are reimbursed, but your organisation may want to define this in your own volunteer policy
- Provide someone who can oversee the volunteers and be the main point of contact for them
- Identify how you are going to develop and recognise the volunteers

Check out www.teamherts.org for more resources and guidance

Hertfordshire