

- Put a “thank you” ad in the local newspaper.
- Send any newsworthy article to the local paper.
- Nominate for national volunteer awards.
- Recommend to prospective employers.
- Provide scholarships to volunteer conferences or workshops
- Rent a billboard space in a public location to celebrate your volunteers.
- Send commendatory letters to prominent public figures, church pastors, employers etc. and ask them to honor the volunteer.
- Plan a “Recognition Edition” of the agency newsletter.
- Award special citations for extraordinary achievements.
- Attend a sports event or theater opening as a group.
- Have a public reception/gala or a big end of year picnic with family included and lots of food and fun.

(Don’t stop here...add your own ideas!)



*\*Details on Gift Suggestions*

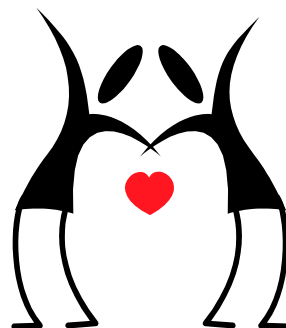
- **Books**-Sign them yourself or if you have the opportunity, have the author sign them. Address them generically so they can be saved until needed.
- **Care Packages**-Design them to fit the personality of the volunteer and use a multi-purpose container.
- **Coffee/Tea Break cards**-Attach herbal tea packets or coffee mixes to the inside of handmade cards
- **Flowers**-Decorated terra cotta pots with seeds in them are a cute, inexpensive gift enjoyed by many!
- **Photo Albums**-Photo albums with pictures of the volunteers with their clients.
- **Picture Frames**- Buy ones that can be decorated. Use them to frame pictures of the volunteer with clients, client’s artwork, thank you letters, etc.

## About the Center for Community Involvement

The Center for Community Involvement is comprised of two main programs: service-learning and America Reads. Our mission is to enhance student learning, meet community needs, and foster civic responsibility and a sense of caring for others.

For more information about how your agency can benefit from the Center:

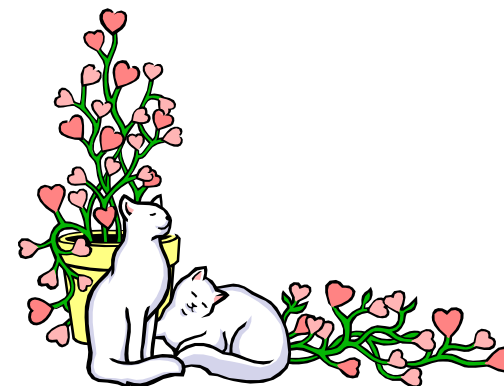
- Visit our website: [www.mdc.edu/cci](http://www.mdc.edu/cci) or
- Call (305) 237-3848



## How can I recognize thee? Let me count the ways!

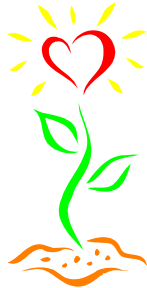
Creative Ideas for  
Volunteer Recognition

Prepared by  
Center for Community Involvement  
Miami Dade College  
300 N.E. 2nd Avenue Room 1452  
Miami, FL 33132  
305-237-3848

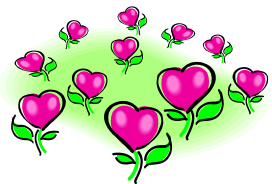




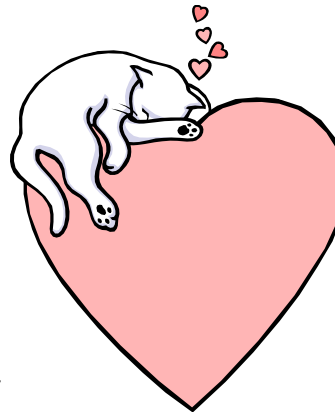
Recognizing volunteers can be a great challenge, especially when there is a strict budget involved! Listed below are recognition ideas ranging from simple (the very beginning) to elaborate (the very end). As with anything, imagination makes all the difference!



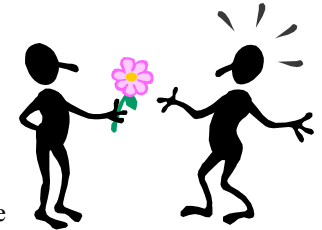
- Smile, say “thank you” and be pleasant.
- Say “good morning” and “good afternoon.”
- Greet by name. Know the names of their children, pets, partners, etc. See them as individuals.
- Provide good pre-service training; take time to explain fully.
- Help develop self-confidence. Keep challenging them.
- Respect their wishes and sensitivities; accept their individualities.
- Recognize and accommodate personal needs and problems, within reason.
  - Motivate agency VIP’s to converse with them. Encourage networking.
- Invite volunteers to staff meetings, hold rap sessions, offer participation in policy formation.
- Enable them to grow in and out of the job.



- Present them with articles on volunteering, inspirational quotes, etc.
- Write them thank-you notes on nice stationary.
- Treat to a soda or an occasional lunch.
- Maintain a coffee bar with occasional special treats. (Homemade would be great!)
- Reimburse assignment related expenses.
- Arrange for discounts.
- Send a birthday, Christmas or other holiday card to their home address.
- Send a Thank-giving card to their family letting them you know how thankful you are for the volunteer. (This can be done at any time of the year!)
- Promote a volunteer of the month club complete with picture taking and a special prize.
- Provide babysitter service or nursery.
- Commend to supervisory staff in writing. Give a copy to the volunteer.
- Celebrate outstanding projects and achievements with banners, snacks and lots of fanfare.
- Hold formal recognition events that include the whole family during National Volunteer Week.
- Provide tickets to movies, museums, concerts, cultural events etc. (Try to get them donated or discounted to help with expenses!)
- Plan staff and volunteer social events.
- Color code name tags to indicate particular achievements (hours, years, specialty, etc.)
- Post a Volunteer Honor Roll in the reception area.



- Give informal teas or brown bags where you supply drinks and dessert.
- Ask clients/patients to evaluate their work/service. Share the evaluation with the volunteer.
- Create a special bulletin board in the office that highlights volunteers.
- Include a volunteer corner in the agency newsletter. Include writings by and about your volunteers.
- Provide polo/t-shirts or hats with your agency logo.
- Present each volunteer with their own coffee mug complete with their initials and the agency logo.
- Small gifts given at significant intervals-examples would be:
  - Anything Handmade!
  - Books\*
  - Bookmarks
  - Buttons/Pins
  - Care Packages\*
  - Certificates-Be creative in presentation!
  - Coffee/Tea Break cards\*
  - Flowers\*
  - Framed Thank You Notes from Clients
  - Gift Baskets
  - Mouse Pads
  - Pen and Pencil Sets
  - Photo Albums\*
  - Picture Frames\*
  - Stuffed Animals
  - Tote Bags



\*See back for details on these gift ideas.