

National Volunteer Week

April 19-25, 2020



Educators, Extension Staff, and Volunteers are encouraged to use the information in this packet to help recognize the contributions volunteers make to the Extension programs we offer. Included in this packet you will find:

1. Sample news release
 - This news release can be included in a news article or newsletter to highlight the contributions of Extension Volunteers.
2. Sample County Extension Volunteer Proclamation
 - This proclamation can be modified for use in your particular situation. County officials can accept and sign this proclamation to be published in the local newspaper or to be put on display in the CES Office, 4-H Fairgrounds, or other prominent meeting place.
3. Suggestions for how to recognize volunteers
 - A number of low- or no-cost suggestions on how to recognize volunteers' contributions to the Extension Program are included in this section.
4. Daily Tip Sheet
 - Suggestions are provided for ways to recognize volunteers each day of National Volunteer Week.
5. Volunteer Recognition Web sites
 - Additional information regarding recognition of volunteers can be found at a number of Web sites.

If you have further suggestions or comments regarding volunteer recognition, please contact me.

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News Release: National Volunteer Week Salutes Volunteers in _____ County

Each year, thousands of volunteers in Indiana donate their time and energy to make their communities a better place to live. These volunteers will be among the millions across the country who will be spotlighted during the 46th anniversary of National Volunteer Week, April 19-25, 2020.

Research reported by the Corporation for National and Community Service found that 30% of adult Americans (77.4 million) volunteered 6.9 billion hours of service worth \$167 billion in 2018. In 2018 in Indiana, more than 1.81 million volunteers contributed 166.5 million hours of service, valued at \$4 billion. 34.9% of Indiana residents volunteered, ranking Indiana 20th among the 50 states and Washington, D.C.

One group that relies heavily on volunteers is the Indiana 4-H Program. In 2020 over 14,000 youth and adults are volunteering in some capacity with 4-H. In _____ County, (total number) volunteers, both youth and adult, will serve as club leaders, project leaders, committee members, and in advisory capacities for the 4-H Youth Development Program.

**** (Add quote from Extension Educator about impact of volunteers to 4-H program.) ****

Volunteers spend numerous hours working on tasks, such as helping organize an event at the county fair, helping a child with a 4-H project, or leading a project to serve the community.

**** (Add quote from a 4-H volunteer.) ****

4-H Program volunteers are just one group of volunteers who are instrumental in carrying out the mission of the Purdue University Cooperative Extension Service. Volunteers are involved in every aspect of the Extension Service, including determining the needs of the local residents, planning and implementing programs to address these needs, securing resources, and evaluating programs.

An example of these volunteers is the _____ County Extension Board. The (number)-member board, which consists of appointed county citizens, works with the county Extension staff to plan and oversee Extension activities.

**** (Quote from another county Extension staff member.) ****

The work of Extension volunteers is continuous. Every day volunteers lend a helping hand to make Extension programs more beneficial to the residents of _____ County. Those interested in joining the team of Extension Volunteers are invited to contact the _____ County Extension Office at (phone number, web address, e-mail contact).

Submitted by: Steve McKinley, 4-H Extension Specialist, Leadership/Volunteerism, Purdue University

Adapted from article written by: Mary Jo Williams, State 4-H Youth Development Specialist, University of Missouri

_____ County Extension Volunteer Proclamation

- WHEREAS, volunteering of one's time and resources is a fundamental part of our country's tradition and is essential to its spirit, and;
- WHEREAS, it is increasingly more evident that our nation's greatest resource is its people, and;
- WHEREAS, volunteers have shown that they truly care and share generously of themselves, and;
- WHEREAS, volunteerism is increasingly recognized as a central partner with government, education, and industry in doing the work of our nation, and;
- WHEREAS, volunteers in the _____ County Extension program enable youth and adults of _____ County to more fully develop and utilize their life skills, effectively use their resources, and more fully extend the knowledge of the university to the people, and;
- WHEREAS, volunteerism directly reflects the democratic principles upon which this nation was founded in that everyone, regardless of circumstance, position, or other factors can volunteer, and;
- WHEREAS, we are seeking even more contributions of human resources in volunteerism and better application of these valuable contributions:
- THEREFORE, we wish to honor and to thank the dedicated Extension Volunteers of _____ County who give so freely of their valuable time, energy and abilities by proclaiming this week of April 19-25, 2020, to be officially designated as National Volunteer Week in _____ County.
- And in doing so, I call all citizens of _____ County to help renew and sustain the spirit and vitality of this great nation by committing a portion of their time to address the needs of their communities through voluntary action.

Signed this _____ day of _____, 2020 by

(Name of County Official)

(Position)

Volunteer Recognition Suggestions

Everyone likes to be recognized for doing a good job – including volunteers! Volunteer recognition does not need to be formal, public, or expensive. Below is a list of recognition ideas which can be used to recognize Extension Volunteers.

- ✓ Send cards for achievements or special days (birthday, new arrivals, anniversary, promotion, graduation, etc.)
- ✓ Write a news article for the local newspaper, highlighting a volunteer's contribution or impact.
- ✓ Write an article for the newsletter.
- ✓ Send a handwritten thank-you note.
- ✓ Send an e-mail message.
- ✓ Say "thank-you" during a meeting or gathering.
- ✓ Ask a volunteer for their input about a program.
- ✓ Ask a volunteer to conduct or coordinate a program.
- ✓ Send a volunteer to a conference and ask them to present a report, or workshop, on some aspect of the conference.
- ✓ Serve food at a volunteer meeting.
- ✓ Personalize the recognition – provide a gift that is meaningful for the individual volunteer.
- ✓ Give volunteer certificates, plaques, pins, etc. (be sure all names are spelled correctly!)
- ✓ Have a "Volunteer of the Month" award.
- ✓ Provide educational resources for the volunteers to utilize (videos, pamphlets, books, and curriculum).
- ✓ Ask effective volunteers to each recruit another volunteer who is "just like them."
- ✓ Always use the volunteer's first name.
- ✓ Nominate a volunteer to teach a workshop at a conference or symposium.
- ✓ Provide useful and effective orientation for each volunteer position.
- ✓ Recognize and share innovative suggestions or programs.
- ✓ Be patient and empathetic.
- ✓ Recognize the impact of the number of hours contributed to the organization or program.
- ✓ Be available for one-on-one conversations with the volunteers.
- ✓ Provide scholarships to conferences.
- ✓ Recognize the achievements or accomplishments of those with whom the volunteer works.
- ✓ Have a program participant share a success story about the volunteer.
- ✓ Nominate volunteers for awards.
- ✓ Make sure that each volunteer is a "good fit" with their leadership role.
- ✓ Make telephone calls to the volunteers.
- ✓ Encourage clientele to send thank-you notes.
- ✓ Praise volunteers in public - especially in front of family and friends.
- ✓ Give complimentary gift certificates.
- ✓ Give a volunteer a light bulb or candle with the message, "You light up my life."
- ✓ Give calendars, notepads, pens, or pencils.
- ✓ Be pleasant and appreciative.

Adapted from: "131 WAYS TO RECOGNIZE 4-H VOLUNTEERS," Ohio 4-H Volunteer Fact Sheet #40; compiled by Ken Culp, III, Ph.D., Extension Specialist, Volunteerism, Ohio State University Extension; Vicki J. Schwartz, M.Ed., Chair & Extension Agent, 4-H Youth Development, OSU Extension, Washington County; I. Joseph Campbell, M.S., Chair & Extension Agent, 4-H Youth Development, OSU Extension, Fairfield County

National Volunteer Week

Daily Tip Sheet

Recognizing those who volunteer to work with our programs is an important part of the overall volunteer development program. National Volunteer Week provides an excellent opportunity to recognize those who have helped us throughout the year.

To help us remember to thank the volunteers for the contributions they make to the program, here are some simple things you can do each day of National Volunteer Week for your volunteers.

Sunday - Send an e-mail to encourage volunteers to recognize those who assist them in their volunteer work during National Volunteer Week.

Monday - Write a news release and/or create a Facebook post or tweet recognizing the volunteers in your program. Use the hashtags: #NVW and #ivolunteer; include @PointsofLight (Visit the National Volunteer Week social media and marketing toolkit for sample messages: <https://www.pointsoflight.org/resources/the-civic-50-promotional-resources-2019/>).

Tuesday - Call or e-mail participants of your program to encourage them to recognize the volunteers who work with them during National Volunteer Week.

Wednesday - Hand-write a short note of appreciation to a volunteer who has done something special for you or the program recently.

Thursday - Send a card to a volunteer whose birthday is coming up soon.

Friday - Invite a new volunteer to lunch to see how things are going and to offer additional assistance as needed.

Saturday – Congratulate yourself on maintaining an effective volunteer program and for remembering to thank those who help to make the program possible!

Volunteer Appreciation and Recognition Web sites

for further information...

Energize Inc.

www.energizeinc.com/art.html

Energize is an international training, consulting and publishing firm specializing in volunteerism.

Independent Sector

www.independentsector.org

Independent Sector is a national leadership forum, working to encourage philanthropy, volunteering, not-for-profit initiative, and citizen action that help serve people and communities.

Point of Light Foundation

www.pointsoflight.org

The foundation's mission is to engage more people more effectively in volunteer community service to help solve serious social problems.

Information on the National Volunteer Week is found at: <http://www.pointsoflight.org/signature-events/national-volunteer-week>

National Volunteer Week social media and marketing toolkit: <https://ww2.pointsoflight.org/nvw-toolkit>.

Positive Promotions

www.positivepromotions.com

Positive Promotions has created targeted tools for health and wellness, education, safety, and recognition. Positive Promotions is a marketplace that focuses on specific needs for products, ideas, and planning tools.

Quote Garden

<http://www.quotegarden.com/volunteer-apprec.html>

This site includes a number of quotes related to volunteer appreciation.

4-H Volunteers

<http://www.4-h.org/get-involved/volunteer/>

Resources specific to 4-H Volunteers are included on this site.

Volunteering in America

<http://www.volunteeringinamerica.gov/index.cfm>

Includes recent research related to volunteer trends in the United States.