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Volunteer Bureau of San Diego

520 E STREET - SAN DIEGO, CALIFORNIA 92101

PHONE 239-2071

March, 1971

TO: Coordinator of Volunteers

FROM: Jerry K. Lynes, Acting Director

RE: 1) Recognition Procedures for Volunteers

2) Fall Workshops

The Commission on Volunteer Services is concerned about what procedures should be instituted by them to give recognition to outstanding volunteers in our community. Our agencies could not function as effectively without services donated by volunteers. The time, effort, and effectiveness of these people deserve recognition and commendation. The Commission would see the need of giving recognition to volunteers who were recruited by all agencies and publicizing the commendation throughout the community. However, there are some perplexing problems which must be solved prior to establishing a recognition system and the Commission would appreciate your comments on them.

What are the criteria of selection to be? We have volunteers performing many different jobs and for differing amounts of time. Some volunteers work only within one agency while others volunteer their time to several different agencies. Also, many volunteers work as a part of a group or club on selected projects while other volunteers work on their own. Then, of course, the different age groups of volunteers must be considered.

A second request the Commission on Volunteer Services would like to make of you are your thoughts concerning the subjects you would like to see covered in workshops to be held in the Fall. The Commission is planning with the University of California Extension Service, to hold two workshops in the Fall of 1971. At this time, the thinking is to center the first workshop on "Working Effectively with Volunteers" and the second, "Orientation and Training of Volunteers." The first workshop would be for agency staff, while the second would be for volunteers with agency staff actively involved in the program. The Commission would attempt to recruit new volunteers to attend the second workshop.

Several of the suggestions that have been made concerning how the recognition procedure should be handled are outlined on the attached form. The Commission would like to receive comments on these and on the suggested topics for the Fall workshops. You should not feel bound by any of the suggestions given here; your comments on these or any new ideas would be appreciated. The Commission would like form returned by MARCH 22, 1971.

JKL:lfn
Enclosure

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PLEASE INDICATE YOUR PREFERENCES:

1. Commission on Volunteer Services should convene an AWARDS COMMITTEE to assume the task of community volunteer recognition. The membership of this Committee should be:

   _____ Experienced individual volunteers nominated by agencies.

   _____ Voluntary organization (e.g. Junior League).

   _____ Volunteer coordinators.

   _____ Community leaders from different County areas.

   _____ Other _____

   _____

2. Would you recommend recognition be given to

   _____ Individual volunteers and service clubs/organizations.

   _____ Categories of volunteers, mentioning two or three outstanding examples.

   _____ Other _____

   _____

3. Awards Committee should define their own criteria for selection subject to the approval by:

   _____ Agency Volunteer Coordinators and Commission on Volunteer Services.

   _____ Commission on Volunteer Services.

   _____ Other _____

   _____

4. Which of the following would you see as possible criteria for the Awards Committee to consider: (Check as many as you like.)

   _____ Hours given in service by individual volunteer.

   _____ Quality of service given. (Please define.) _____

   _____

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_____ Service given individual volunteer to more than one agency, required.

_____ Time given in service as compared to time available (i.e., working mothers with families have less time to give than single persons.)

_____ Other _____

_____

5. Which of the following would you see as necessary recognition categories: (Check as many as you like.)

_____ Fund Raising

_____ Inservice volunteers (Active in agency)

_____ Community Service

_____ Clubs, Organizations, Churches

_____ Individual direct service

_____ Youth

_____ Young Adult

_____ Senior Citizens

_____ Other: _____

_____

_____

6. Nominations of volunteers should be submitted to the Awards Committee by:

_____ Agency staff - one nomination per agency.

_____ Volunteers working within an agency.

_____ Other _____

_____

7. Which would you recommend:

_____ Monthly Award

_____ Annual Award

_____ Both, annual award selected from among the monthly awards.

_____ Other _____

YOUR COMMENTS ON TOPICS FOR FALL WORKSHOPS: _____

_____

_____

_____

(Use additional sheets if necessary.)

PLEASE RETURN BY MARCH 22, 1971 to:

Jerry K. Lynes
Volunteer Bureau
Suite 1000 - 520 "E" Street
San Diego, California 92101

JKL:lfn
March, 1971