

UAServe Volunteer Appreciation Event Toolkit

Description:

UAServe offers support to help programs celebrate their entire team of volunteers!

Program leaders may choose to partner with UA to host a volunteer appreciation event at the UA office for up to 15 individuals (during COVID-19) and a minimum of 10 volunteers. UA will provide refreshments, ice breakers/games and certificates for each volunteer present. A UA staff can announce volunteers, give out special awards and facilitate any preferred activities. Program leaders will be responsible to organize and lead the event and personally acknowledge volunteers.

Capacity:

Capacity is the degree to which programs have mechanisms in place to effectively operate. Capacity is necessary for programs to be sustainable. Programs that spend time and energy creating strong plans to build each area of program capacity have a better chance of overcoming challenging situations and stand the test of time.

One way to build program capacity is by strengthening a program's volunteer base. Volunteers are a valuable resource for non-profits and a component that can enable them to have a greater impact in the community. It is important to show volunteers they are appreciated. This can occur through a formal event, such as a volunteer appreciation meal, or informally through interactions, where staff communicate their appreciation and describe how the volunteer's time and talents are making a difference.

Eligibility:

Your program must be operated by a church or organization in the Urban Alliance network, have completed a Program Commitment Form and be in good standing (i.e., participate in a learning community, submit monthly data and follow the program development opportunity policies), provide regularly scheduled ongoing programming. Program needs to serve people at least monthly to be eligible.



UAServe Volunteer Appreciation Event Toolkit Agreement

Purpose:

Urban Alliance offers volunteer appreciation events to help programs build program capacity by strengthening their team of staff and volunteers.

Eligibility Criteria:

- Complete an initiative program commitment form and remain actively engaged in the initiative
- Offer regularly scheduled ongoing program and engage with a team of committed volunteers to implement programming
- Meet with the Manager of Initiatives to put a plan in place for the appreciation event and indicate needed UA support (e.g. certificates, refreshments, ice-breaker, UA facilities)
- Communicate information about the appreciation event with staff and volunteers and provide information to UA staff about the number of people attending at least one week prior to the event.
- If certificates are requested, share a complete list of volunteers with the Manager of Initiatives at least one week prior to the event
- Willing to work with UA staff to develop and implement a strategy for regularly appreciating volunteers

Toolkit Contents:

- Urban Alliance training room use
- Refreshments
- Music
- Printed Certificates
- Icebreaker Games
- Staff Assistance
- Technical Support
- Giveaways

By signing this agreement, your church/organization agrees to be the primary facilitators and organizers of the appreciation event.

Church/Organization Name: _____

Program Leader Name: _____

Program Leader Signature: _____

Date: _____