

Volunteer Recognition/Rewards Plan

Use this worksheet to:

1. Create a plan(s) for recognizing or rewarding Volunteers for their contributions.
2. Track Volunteers who have been recognized/rewarded in the past or those who will be recognized/rewarded in the future
3. Share recognition/reward ideas with other lodges/chapters.
4. Maintain and update recognition/reward information on a single document.
5. Sort, and report, volunteer recognition/reward information as needed.

Note: Blank Worksheet provided.

RECOGNITION/ REWARD #	WHY	WHO	WHAT		WHERE	WHEN
			Reward Inputs:	Reward Type:		
1	Individually contributed to: _ successful lodge event? _ improved lodge operations?	_ volunteered?	_resources available (\$, people, time)?	_Informal reward description?	_at lodge?	_ post-event?
		_needs to approve reward (if anyone)?	_special rules?	_formal reward description?	_off-site?	_ monthly? _quarterly? _annually?
		_should recognize or reward person(s)?	_measurement standards? (e.g., attitudes, actions, # of occurrences)		_web site? _newsletter?	_other?
	_ other?	_other?	_other?	_other?	_other?	_other?

Example:

RECOGNITION/ REWARD #	WHY	WHO	WHAT		WHERE	WHEN
			Reward Inputs:	Reward Type:		
1	Lodge recruited 3 new members @ 11/01/08 Spaghetti Dinner	Mary Jones	Volunteered to serve; came early to help set up and stayed late to help clean up.	_ Thank You recognition & Gift from Rewards Grab Bag.	_ In lodge newsletter & _At lodge	_ 12/08 publication _ 11/7/08 _ Fish Fry

RECOGNITION/ REWARD #	WHY	WHO	Reward Inputs:	WHAT Reward Type:	WHERE	WHEN
1						
2						
3						
4						
5						
6						
7						
8						