

TOP MANAGEMENT SELF-CHECKLIST IN REGARD TO VOLUNTEER PROGRAMS

This self-checklist is for top management in your agency or organization, e.g., the Director, Executive Director, Chairman of the Board, and possibly Associate or Regional Directors as well. The purpose is to enable you to check your attitude with other administrators, and with national practice, in regard to the amount of investment necessary and reasonable in a volunteer program in order to return good results. Of course, not all the questions below are equally relevant to all agencies and organizations. We ask you simply to "translate" each question as necessary into the terms most relevant to your own organization. Please read each statement below and then mark each according to the category which comes closest to your view.

Place two checks on each line if you're sure it's true for you . . . . . ✓✓  
 Place one check on each line if you're uncertain or if it's only partly true . . . . . ✓  
 Leave the line blank if it's not true for you. . . . . \_\_\_\_\_

If you don't have significant numbers of volunteers now, i.e., if you have no volunteer program, answer the questions in terms of "I would" or "I plan to." If you do have a volunteer program now, or its beginnings, answer according to how you actually operate now in regard to that program.

1. We have a volunteer program now in our agency.
2. I prefer to have volunteers incorporated as unpaid workers within the agency, rather than as a semi-independent auxiliary outside it.
3. I believe volunteers should be involved in every part of our operations, working with all paid staff. I do not believe volunteers should work primarily and only for the Director-Coordinator-Supervisor of volunteers.
4. We can handle volunteer insurance and liability considerations without much trouble.
5. Volunteers do well enough handling confidential materials. I don't see that as a matter to be particularly concerned about.
6. I'm confident we can attract all the good volunteers we need.
7. Volunteers can be found to help with professional level tasks, as well as more routine ones.
8. The volunteer coordinator's or director's office is adjacent to and/or incorporated with those of the rest of staff.
9. The volunteer program coordinator or director has his or her own secretary or support person.
10. She/he has funds to purchase and/or print volunteer training aids and materials amounting to at least \$10 per year per volunteer.
11. Volunteers do have a room or desk space to call their own in our agency.
- I am willing to spend significant amounts from our regular budget for extra volunteer program expenses such as:
  12. Mailing of notices.
  13. Printing and office materials.
  14. An extra telephone.
  15. Reimbursement of some work-related expenses for volunteers.
  16. Banquets, certificates and other incentives.
17. If our organization's budget were doubled next year, I would still have at least as many volunteers as we have now.
18. Within three years or less, I think we can use and should have twice our present number of volunteers.
- In regard to staff time which must be invested in a quality volunteer program, I am prepared to:
  19. Have line staff invest as much as one hour for only two or three hours of volunteer time returned at the beginning of the program (knowing the ratio will get better later).
  20. Allow at least ten hours a month of staff orientation to volunteers in the first six months of the program, even if that necessitates some neglect of their other duties.
  21. Recognize that working with volunteers might require staff to work some evening and weekend, or other extra time. Therefore, routinely and without question, criticism, or unnecessary extra bureaucracy, we give staff full compensatory time for these activities.