



## **Volunteer Recognition**

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### **Purpose:**

To show appreciation for a volunteers contributions.

### **Policy:**

All active volunteers will have their efforts recognized. Recognition will be provided informally with the individual, at the program level, and annually from the Volunteer Resource Department.

### **Procedures:**

#### ***Individual Recognition***

1. It is the responsibility of all staff who works with volunteers to regularly thank volunteers and acknowledge the valuable services they provide. This can be done by showing respect and demonstrating inclusiveness, including volunteers in meetings, training and thanking volunteers regularly.

#### ***Annual Recognition***

1. The Volunteer Resource Department will provide an annual social event to formally recognize all CCS volunteers.
2. The amount of money provided for organization recognition will be determined by the Director of Community Resources in conjunction with the Finance & Infrastructure Department.
3. All volunteers will receive an invitation to the event if they have contributed a minimum of 20 hours within the 12 months preceding the event.
4. Volunteers who have reached a certain year of service with CCS will be awarded a certificate and/or Years of Service token. The volunteer must have been registered and active for the full length of time of service.
5. Volunteers who have proven their commitment, dedication, professionalism and innovation can be nominated for other volunteer specialty awards. Supervisors may submit names and narratives to the Volunteer Resource Specialist.

#### **Anne Walton Award**

The Anne Walton award is based on staff nominations. One person will be chosen each year to receive this award. The person chosen must meet the following standards:

- a. Has served as a volunteer with CCS for a minimum of 15 years
- b. The recipient must show an exemplary level of dedication and commitment within CCS
- c. They will have made a positive contribution to the mission and values of CCS
- d. Have been an active volunteer for a minimum of 20 hours for the 12

months prior to the annual recognition on event

**Letter of Reference**

A reference letter will be provided to a volunteer or student/program placement that has completed a minimum of 50 hours of service. The letter will include the volunteer position (s) and a brief description of the key responsibilities as outlined in the Volunteer Position Description, the volunteer start and end date, and the total number of hours completed. This letter will be written by the direct supervisor and reviewed by the Volunteer Resource Specialist.

**References:**

Volunteer Performance Evaluation

Staff, volunteer, program/student placement Meetings Policy

**Date Developed:** January 2016

**Date Approved:** March 2016