

VOLUNTEER PROGRAM INVENTORY

Why is this resource useful?

A volunteer program inventory helps you and your organization catalog the key components of your volunteer program. Completing the inventory will help you identify the processes, systems, and templates that you'd like to create AND point out existing components in need of refinement. The ultimate goal is to produce new or refined assets that expand your organization's capacity to work with volunteers.

How do you use this resource?

1. To gather all the information needed to complete this inventory, you might have to contact several people in your organization. Make sure to explain what the inventory is and its purpose.
2. Once you gather your data, share it in its raw form or refine it into a written summary to share with stakeholders at your organization. The data can help determine next steps.

Instructions

In response to the statements on the next pages, determine if the listed process/system/asset exists in your organization. If it does, mark how much of a priority it is to be created or refined. If it is not a priority at all, select "N/A."

- Check YES, if your organization has the item in place.
- Check NO, if you do not have the item in place.
- Check DON'T KNOW, if you are not able to determine if the item exists.
- Check N/A (or Not Applicable), if the item is not needed.

Item (Process/System/Asset)	Does this already exist in your organization?				Priority (if item needs to be created or refined) 1 = top priority/5 = low priority					
	Yes	No	Don't Know	N/A	1	2	3	4	5	N/A
A written statement about how volunteers support the work of the organization										
Inclusion of the volunteer program in the organization's strategic plan										
Written policies and procedures for the volunteer program										
Specific staff (or other personnel) assigned to coordinate the volunteer program										
A plan for how volunteers will be oriented and trained										
A plan for training staff on working with volunteers										
Written position descriptions for volunteers										
A plan for outreach and marketing to potential volunteers										

Item (Process/System/Asset)	Does this already exist in your organization?				Priority (if item needs to be created or refined) 1 = top priority/5 = low priority					
	Yes	No	Don't Know	N/A	1	2	3	4	5	N/A
A procedure for fielding inquiries from potential volunteers										
A standard volunteer application form										
Screening policies and process for potential volunteers, including										
A volunteer selection and placement process, including interviews										
Volunteer welcome packet										
Written organization/volunteer agreement or contract										
Volunteer support resources secured (e.g., work space, computer, phone, expense/travel reimbursements, insurance)										
System for tracking and monitoring volunteer activities and outcomes										
Use of volunteer management software										

VISTA Volunteer Mobilization & Program Development course
Adapted from McCurley & Lynch (2011)

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	Yes	No	Don't Know	N/A	1	2	3	4	5	N/A
A process for gathering and using volunteer input, including exit interviews										
Process for providing ongoing evaluation and feedback to volunteers										
Plan for recognizing volunteer achievements										

Adapted from McCurley, S., & Lynch, R. (2011). *Volunteer management: Mobilizing all the resources of the community* (3rd ed., Chapter 3, pp. 41–51). Plattsburgh, NY: InterPub Group.