



WRHA VOLUNTEER SERVICES GOOD PRACTICE GUIDELINE MANUAL

Good Practice Guideline: Volunteer Recognition – Direct Service and Collaborative Volunteers	Reference # 5.10	Page 1 of 2
	Approved: J.Edwards	Date: 15/09/04 Reviewed/ Revised: November 2011

GOOD PRACTICE DESIRED OUTCOME:

Appropriate recognition for volunteers at the Winnipeg Regional Health Authority will be provided.

GOOD PRACTICE GUIDELINES:

The WRHA will use a variety of mechanisms to ensure that recognition is timely, appropriate and meaningful to all volunteers.

WRHA Volunteer Services will have ongoing informal recognition and at least one formal recognition event annually.

Formal recognition methods will be delivered consistently.

All volunteers (active and inactive) who have given volunteer service in the fiscal year (April 1st to March 31st) are entitled to an invitation to the formal recognition event.

Special awards may be given to recognize special achievements and contributions.

PROCEDURE:

WRHA Volunteer Services develops and facilitates a committee with representation from Community Facilitators, Placement Supervisors and representatives from participating collaborative organizations, to organize a formal recognition event for all community health and corporate volunteers. This event may be held in collaboration with other community health agencies that the WRHA partners with.



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The event is held in Spring of each year; as much as possible in alignment with National Volunteer Week. Every effort is made to find a central location for the event that is cost effective.

Invitations will be created by WRHA Volunteer Services and placement supervisors personalize them by signing them or including a note of thanks.

The Manager of Volunteer Services manages the costs efficiently within the allocated funds. Prior approval for any food costs must flow through the program to be approved by the appropriate WRHA authority.

Any collaborative agencies partnering in hosting the event will be responsible for a portion of the fixed costs based on the number of volunteers attending from their organization.

Provision of transportation (i.e. taxi) for the volunteers to attend the event will be provided if required.

Source: New

Originator: Karen-Denise Cyr, Manager Volunteer Services, Jeanette Edwards, Director Community Development

Reviewed/Revised: Suzie Matenchuk, Manager Volunteer Services and Jeanette Edwards, Regional Director Primary Health Care and Chronic Disease