



WRHA VOLUNTEER SERVICES GOOD PRACTICE GUIDELINE MANUAL

Good Practice Guideline: Completion of Volunteer Service Direct Service and Collaborative Volunteers	Reference # 5.14	Page 1 of 2
	Approved: J. Edwards	Date: August 18, 2015

GOOD PRACTICE DESIRED OUTCOME:

WRHA volunteers will be appropriately thanked upon completion of their volunteer commitment. WRHA does not provide length of service awards/gifts but ensures all volunteers are acknowledged at the annual volunteer appreciation event.

DEFINITIONS:

Completion of Volunteer Service is when a volunteer provides notice (either written or verbal) that they are no longer able to continue as a volunteer or that they have completed the commitment/term that they agreed to fulfill.

GOOD PRACTICE GUIDELINES:

1. All WRHA Volunteers will receive a thank you letter from WRHA Volunteer Services when they are no longer able to volunteer.
2. Exit questionnaires will accompany the thank you letter unless otherwise indicated as not appropriate by the WRHA Manager of Volunteer Services.
3. Long term volunteers with ten years of consecutive service or more will receive a thank you gift upon completion of their service as follows:
 - 10 to 14 years of service – receives WRHA merchandise valued at \$15 to \$19
 - 15 to 19 years of service –receives WRHA merchandise valued at \$20 to \$24
 - 20 to 25 years of services – receives WRHA merchandise valued at \$25 to \$29
4. The Manager of Volunteer Services selects the WRHA merchandise to be given from the available items listed on



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WRHA Insite. All purchases require approval through the program and the appropriate WRHA authority.

5. Volunteer placement supervisors may also express their thanks and provide additional forms of appreciation when a volunteers leaves.

Source: New

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Primary Health Care and Chronic Disease