



# STAFF WOW

## Celebrate Volunteers

### Overview

Celebrating volunteers is an important part of any nonprofit work. Recognizing their contributions not only shows appreciation, but also helps in retaining and motivating volunteers. Volunteers are often spending their own precious time, energy, and resources to help support the work that we do. While the vast majority of volunteers want nothing in return, a little appreciation goes a long way.

- If you have a budget, you could host a banquet/dinner to honor volunteers, where you hand out volunteer appreciation awards and/or gifts (some ideas are: certificates, plaques, a group picture, trophies, t-shirts, monogrammed Bibles, etc).
- You could devote a physical or virtual space to a “volunteer hall of fame” with a picture and their story. Make volunteer name tags which include their years of service.
- Offer an exclusive discount on products or services. Even a shoutout on social media can be very meaningful.

### Staff Needed

Depending on the option you choose, you may need several for a larger event, however 1 or 2 would be enough for most of these projects.

### Supplies Needed

Appreciation Events will take a venue, food, registration, prizes, and gifts. However, if you have a computer and printer, you have everything you need to make Volunteer Appreciation Certificates.

### Budget

Banquet/Dinner - \$20-\$40 per person. (This cost could be brought down by hosting and/or catering the dinner at the center)

Award/Gift - \$1-\$30 per person. (This depends entirely on available resources.

Volunteers generally love anything given to them, especially if it has been made by our residents)



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## Potential Partners

- Trophy shops and custom printers to help make awards/gifts.
- Local churches to help with venue space and raffle prizes.
- Local businesses to supply food/venue or give a discount.

## Execution

If you choose to hold a Volunteer Appreciation Event here are some useful steps:

- Clearly outline the purpose of the banquet, whether it's to celebrate a specific achievement, honor long-serving volunteers, or simply show appreciation.
- Set specific goals for the event, such as expressing gratitude or recognizing outstanding contributions.
- Assemble staff members responsible for planning and executing the banquet.
- Choose an appropriate venue that can accommodate your expected number of attendees. It could be your center, a banquet hall, community center, church, or even a rented outdoor space.
- Create invitation materials, including invitations, RSVP cards, or digital invitations if you prefer an online RSVP process. Send out invitations well in advance, typically 4-6 weeks before the event, and encourage volunteers to RSVP promptly.
- Decorate the venue to create an inviting and celebratory atmosphere. Consider banners, table centerpieces, and wall decorations that align with the theme.
- Arrange for catering services that match the preferences and dietary restrictions of your volunteers.
- Arrange for guest speakers, live music, or entertainment acts that align with the tone and purpose of the event.
- Prepare certificates, plaques, awards, or gifts to honor outstanding volunteers.
- Plan a segment in the program to present these awards and share stories or anecdotes about the recipients' contributions.
- Invite key individuals from your organization to deliver speeches expressing gratitude and recognizing the volunteers' efforts.



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- Ensure that each volunteer is individually thanked and acknowledged during the event.
- Plan for event logistics, such as parking arrangements, seating assignments, and transportation for those who may need it.
- Lastly, make sure to share photos and highlights from the banquet through social media, newsletters, or your organization's website.