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# CoDevelopment Canada – Volunteer Recognition Policy

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## **I. Objectives of the Policy**

CoDevelopment Canada's ("CoDev") volunteers support its activities to strengthen democracy and civil society participation in Latin America. Volunteers of CoDev include (but are not exclusive to) all board members, special events coordinators, translators and regular office volunteers. Volunteers help strengthen CoDev's events as well as the day-to-day smooth running of the office.

## **II. Volunteer Recognition Program Goals**

- A. To recognize the importance of contributions to CoDev by volunteers.
- B. To ensure that all volunteers are thanked and appreciated in some way regardless of the level or type of contribution.
- C. To ensure that recognition fits the level of volunteering.
- D. To add an element of community recognition to volunteering.
- E. To encourage participation and help CoDev build relationships with our volunteers.

## **III. Policy**

All volunteers will receive prompt acknowledgement as per the new Volunteer Acknowledgement Procedure (see below).

## **IV. Types of Volunteers**

CoDev volunteers include:

- A. Board Members
- B. Advisory Committee Members
- C. Regular Office Volunteers
- D. Special Event Volunteers
- E. Ad hoc project Volunteers
- F. Translation Volunteers
- G. Café Ético Volunteers

## **V. Recognition Levels and Benefits for Volunteers**

As an organisation built on partnerships and solidarity, CoDev values the support of our contributors, whether it be through volunteer labour, cash donation, or in-kind support. The following volunteer levels reflect the importance of the contribution to CoDev's vision, mission & goals and the impact on CoDev's work.

## **VI. Volunteer Acknowledgement Procedure**

See page 2.

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Special Event Volunteers	Regular Volunteers	Board / Committee Members	Volunteer Benefits	Evaluation time frame	Responsible
		x	Personal handwritten card from staff	Annual	C&DD
		x	Receipt of newsletter	Tri-annual	C&DD
x	x	x	Recognition in annual report list of volunteers and copy of report	Annual	C&DD
	x (HoHo)	x (Dinner & HoHo)	General Spoken Recognition at special events by CoDev President. Modest gifts at the discretion of staff.	Annual	C&DD/ Board
x	x	x	Letter of reference for educational program or employers after 3 months service	As requested	C&DD
	x	x	Profile of Donor/Volunteer on website - a photo and a paragraph bio recognizing the projects that the volunteer has been involved in & impact on organization (at discretion of staff)	Quarterly	C&DD
	x		Personal meetings with CoDev staff to establish a mutually satisfying work plan – letting the volunteer drive their involvement based on their interests and skills	6 months of service	C&DD and/or relevant staff
x	x		Complimentary tickets to events when volunteering - at discretion of staff	Per event	Per event