

## **CoDev Volunteer Recognition Policy, April 2006**

CoDevelopment Canada's volunteers support its activities to strengthen democracy and civil society participation in Latin America. Volunteers of CoDev include (but 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.

### **Volunteer Recognition Program Goals**

- To recognise the importance of contributions to CoDev by volunteers.
- To ensure that all volunteers are thanked and appreciated regardless of the level or type of contribution.
- To ensure that recognition fits the level of volunteering.
- To add an element of community recognition to volunteering.
- To encourage participation and help CoDev build relationships with our volunteers.

### **Policy**

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

### **Types of Volunteers**

CoDev volunteers include:

- Special Event volunteers
- Ad hoc project volunteers
- Regular Office volunteers
- Translators
- Advisory Committee Members
- Board Members

### **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.

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