Pre-Workshop Questionnaire

This questionnaire will help you to gather the information necessary to review your current volunteer practices. Taking the time to complete this review will assist you to paint a clear picture of what your club is doing well and what areas you may like to spend some time on. Gathering this information will make you better placed to attend the workshop and ensure that you get as much out of the workshop as possible.

1. Why does your club need volunteers?
2. Do you have policies or guidelines around engaging and involving volunteers?
3. On the table below please enter:
	1. Who is currently helping you and what they do?
	2. How many additional volunteers do you require and what do you need them to do?

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| **Volunteer Role** | **Volunteers Confirmed** | **Volunteers Needed** | **What they do and what skills are required?** |
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1. Do you know why your volunteers choose to volunteer? If so explain.
2. Where do your volunteers come from? i.e. who are they? (Parents, volunteers, etc.)
3. How does your club currently go about finding volunteers?
4. Does your club have a process in place to introduce new volunteers to the club?
5. Do you offer any training opportunities to your volunteers? If so, what are they? And how often?
6. How do you communicate with your volunteers?
7. How do you thank and reward volunteers?
8. Who is responsible for looking after volunteers?
9. Do you have job descriptions for your volunteers? If so, are your volunteers aware of them?