Volunteer Recruitment & Retention Checklist

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 assess the number of volunteers required in your club and the training to be provided. Each question below will have ‘GO TO’ areas meaning you can Go To that section on the Volunteer Recruitment and Retention Area on our website[www.ladiesgaelic.ie](http://www.ladiesgaelic.ie) where further information will be available. Each section refers to a different area in volunteer recruitment and retention therefore it is important that you complete **ALL** sections for your club.

**Section 1: Number of volunteers**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| 1. Do you have a full committee in your club?

(Refer to Rule 108 in Official Guide) |  |  |
| 1. Is there a minimum of two mentors with your teams, one of which being a female?
 |  |  |
| 1. Does your club feel that you have enough volunteers for all other roles required currently?
 |  |  |

*Findings:*

* If you answered ‘Yes’ to all of above then you club does not require any more volunteers currently
* If you answered ‘No’ to any of the above questions then you need to focus on recruiting volunteers for those areas

**GO TO:**

* Getting Started
* Where do you find volunteers?

**Section 2: Current Volunteers**

On the table below please enter:

* 1. Number of volunteers currently helping you and what they do?
	2. How many additional volunteers do you require and what do you need them to do?

|  |  |  |  |
| --- | --- | --- | --- |
| **Volunteer Role** | **Volunteers Confirmed** | **Volunteers Needed** | **What they do and what skills are required?** |
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*Findings:*

* The above table will allow your club to identify the areas where volunteers are required and the skills needed
* If you do not need additional volunteers then your club can just focus on volunteer practices with current volunteers

**GO TO:**

* Where do you find volunteers?
* Designing Volunteer Opportunities in your Club?
* Create a Recruitment Strategy

**Section 3: Current Volunteer Practices**

This section will assess the current practices utilised in your club with volunteers currently in place. The action points for your club will be listed under each question below:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| 1. Do you know why your volunteers choose to volunteer?

*If no, it is important to find this out to assist you to attract new volunteers.* **GO TO:** Why do people volunteer? |  |  |
| 1. Do you have policies or guidelines around engaging and involving volunteers?

*If no, it is essential that you create these and ensure all volunteers aware of same.***GO TO:** Is your club volunteer friendly?/ Screening your volunteers |  |  |
| 1. Does your club have places where they find volunteers currently or do they know where they all come from?

*If no, it is important that your club is aware of where the volunteers are being attracted from and who are the most likely to volunteer.***GO TO:** Create a recruitment strategy/ Engaging volunteers  |  |  |
| 1. Is there a person/people responsible for recruitment and support of volunteers?

*If no, it can be hugely beneficial to appoint a Volunteer Coordinator in your club***GO TO:** Role of a Volunteer Coordinator |  |  |
| 1. Has your club clear role descriptions for all your volunteers?

*If no, the club should provide role descriptions to all their volunteers to ensure clarity on what is expected of each volunteer***GO TO:** Creating job descriptions |  |  |

**Section 4: Volunteer Recruitment**

This section will assess how your club promotes volunteer positions and practices in place to recruit new volunteers. The action points for your club will be listed under each question below:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| 1. Has your club a practice in place for promoting and advertising the need for new volunteers?

*If no, it is important to ensure everyone in your area is aware that your club requires assistance regardless of the role.* **GO TO:** Organise a parent’s evening/ benefits for potential volunteers/ engaging with volunteers/ The importance of asking/ promotion of volunteer roles/ create a recruitment strategy |  |  |
| 1. Does your club have a process in place to introduce new volunteers to the club?

*If no, it is essential that all volunteers are inducted into your and made aware of the support available.***GO TO:** Induction to your club/ creating job descriptions/ screening your volunteers |  |  |

**Section 5: Volunteer Retention**

This section will assess how your club currently retains volunteers and practices required to put in place. The action points for your club will be listed under each question below:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| 1. Has your club a database of all volunteer details?

*If no, this is essential to ensure you can keep all volunteers up to date on activities.* **GO TO:** Creating a database of volunteers |  |  |
| 1. Does your club offer any training opportunities to your volunteers?

*If no, it is important that your volunteers feel valued and part of this is up-skilling them in areas required.***GO TO:** Management of volunteers/ Training and development of volunteers/ mentoring training |  |  |
| 1. Has your club regular communication with all their volunteers?

*If no, all volunteers should be kept up to date with all activities taking place in your club on a regular basis and it is also important to communicate with regards to their roles***GO TO:** Importance of Communication |  |  |

**Section 6: Recognition of Volunteers**

This section will assess how your club currently recognises and rewards your volunteers. The action points for your club will be listed under each question below:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| 1. Does your club have a Volunteer Appreciation Plan?

*If no, it is important that your club has a plan in place to thank all volunteers.* **GO TO:** Volunteer Appreciation Plan/ Recognising and Rewarding Your Volunteers/ Importance of thanking your volunteers/ Holding a volunteer appreciation night |  |  |
| 1. Has your club a succession plan in place for volunteers?

*If no, new volunteers will come into your club but existing volunteers will also leave therefore it is important to put a plan in place of what will happen when this occurs***GO TO:** Succession Planning |  |  |

**Congratulations you have now completed your Volunteer Recruitment and Retention Checklist!**

Please list below the sections requiring attention from the checklist completed:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Any additional comments:***