**VOLUNTEER RECOGNITION PLAN**

**Club:** [Club Name]

**Overall Responsibility:** [Person Responsible]

**Number of volunteers:** [Number of volunteers]

|  |  |  |  |
| --- | --- | --- | --- |
| **2015** | **Action’s** | **Who** | **Cost** |
| **Jan** | Order Volunteer T-Shirts  Make calendar of birthdays and purchase cards to post for each volunteer.  Coaches and Volunteer handbooks updated & printed  Invitation to club planning night  **Volunteer of month – SportMaker nomination** |  | T-shirt cost $400, printing donated by sponsor with their logo Handbook printing donated  Cards $10 for a pack of  10 |
| **Feb** | **Coaches/Volunteer Meeting:** Distribute Volunteer T-Shirts & Handbooks including information on courses coming up.  **Volunteer of month – SportMaker nomination** |  | $15  Coach and Volunteer development budget from head coach |
| **Mar** | Meeting with lead volunteers on making volunteers welcome and what we are doing for them and saying thanks etc.  Term 1 Newsletter  **Volunteer of month – SportMaker nomination** |  |  |
| **Apr** | Easter Muffins handed out at club night  **Volunteer of month – SportMaker nomination** |  | Donated by local bakery |
| **May** | **Volunteer of month – SportMaker nomination** |  |  |
| **June** | **Coaches / Volunteer Meeting:**  with mid-winter dinner  **Volunteer of month – SportMaker nomination** |  | Dinner items donated by members |
| **July** | Term 2 Newsletter  **Volunteer of month – SportMaker nomination** |  |  |
| **Aug** | Nominations for district sports awards to approve at committee  **Volunteer of month – SportMaker nomination** |  |  |
| **Sept** | **Coaches / Volunteer Meeting:**  Schools Festival Event – on the day food for volunteers, thank you cards and nominations for Sport-maker  Term 3 Newsletter  **Volunteer of month – SportMaker nomination** |  | $80 |
| **Oct** | Invite appropriate people to attend sports awards with club nominees  **Volunteer of month – SportMaker nomination** |  | Vouchers donated by subway. |
| **Nov** | Term 4 Newsletter – summary of achievements for the year.  **Volunteer of month – SportMaker nomination** |  |  |
| **Dec** | Club prize-giving - Thank you cards and appropriate gifts and petrol vouchers for each volunteer as per club policy.  Volunteer Xmas thank you BBQ – poster board with thank you notes from members  **Volunteer of month – Sportmaker nomination** |  | $500  $200 |