

## Mission

Volunteers like to know what their efforts are going towards, the mission is a great way to start a volunteer handbook.



## History

Growth of an organization feels like a success, it is important to highlight the history of the organization and the mission efforts!



## Organization

The organization of the volunteer programs, committees, and leaders of the volunteer programs are important to outline.



## Programs

If there are multiple ways someone can volunteer, let them know in the volunteer handbook!



## Safety

Safety procedures, first aid kits, and emergency evacuations should all be written down to be studied by the volunteer.



## Requirements

Be sure to highlight requirements that volunteers must complete.



## Disclaimers

Photo release forms, and agreement disclaimers are great to add in the Volunteer Handbook.



## Code of Conduct

To cover all your bases, be sure to mention conduct and behavior that will not be permitted in the organization.



Track It Forward presents:

# What to Include in Volunteer Handbooks

Creating volunteer handbooks can be a tough task, but it is definitely a necessary one! Volunteer handbooks help walk a volunteer through their experience and training. They also help organize a volunteer program and allow organizations to be credible. If you are searching for an editable template, download our forms in this article! But, you can also create one from scratch using these contents!



## Conflict Procedure

Outline the procedure to report conflict, or to bring up any issues that may be occurring in the organization.



## Expenses

If volunteers may be spending money towards the organization, outline which ones can be reimbursed in this section of the volunteer handbook.



## Different Program Roles

Specific volunteer programs can have different tasks. Be sure to fully explain the tasks and roles a volunteer may have in the Volunteer Handbook.



## Guidelines

General guidelines that the organization follows, like confidentiality or just respectful behavior can be explained in a General Guidelines section.



## Signing Up for Events

How a volunteer signs up for events or shifts needs to be a large part of the Volunteer Handbook. This is an important part of the Volunteer Handbook to retain volunteer activity.



## Logging Hours

Fast volunteering acts can be outlined efficiently in the Volunteer Handbook. It would be great to highlight the importance of this tool.



## Risk Assessments

If there is risk involved in the volunteer activity, be sure to clearly list these and how they can be prevented or solved.



## Signature Forms

Lastly, if there is anything you want volunteers to sign or agree to, add a copy or two to the Handbook for reference points!

# Volunteer Management Handbook

**N Noddings**



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