

# Volunteer Programs to the Rescue



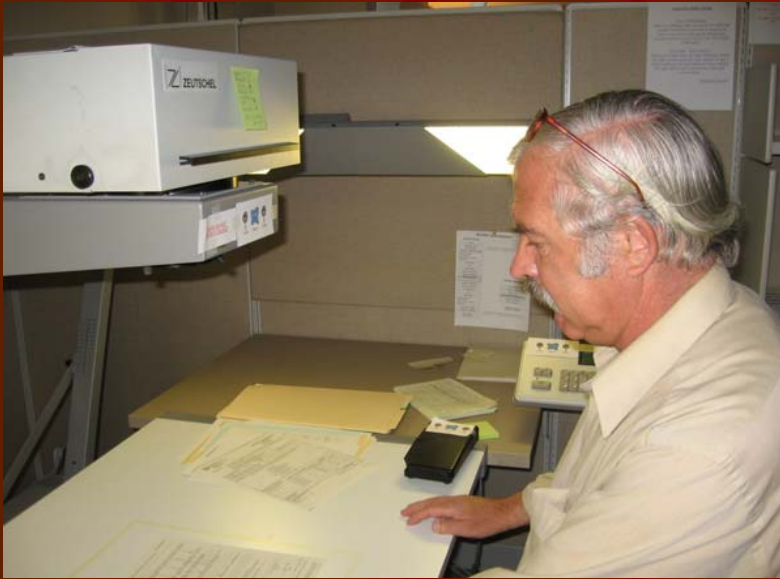
# What Can Volunteers Do?

- Attack a backlog of unprocessed records
- Add to a limited staff
- Low cost resource when budgets are cut
- New perspective and energy
- Community recognition and involvement
- Promote awareness of your services

# Why Volunteer?

Bill retired from his career as an air traffic controller. Now he films records for genealogical research, donating 60 to 80 hours a month as an LDS missionary volunteer.

Allen volunteered over 1,000 hours before becoming a member of the Archives staff. As a volunteer he established a pattern of reliability and capability.



I don't know what your destiny will be, but one thing I do know: The only ones among you who will be really happy are those who have sought and found how to serve.

---Albert Schweitzer

# Getting Started: Look for Successful Programs

- Visit volunteer programs in your area
- Notice how volunteers are treated
- Notice the attitude of volunteers
- Ask questions
- Use the best / avoid the not so good

# Explore Volunteer Sources:

Rebekkah volunteered before becoming a full time staff member.



Kristin and Whitney are completing internships for history degrees from Salt Lake Community College. They work with Rebekkah on a microfiche recovery project.



# Create a Plan

- Goals: What will the volunteers accomplish?
- Standards: who can volunteer?
- Handbook: put it in writing.



# Who Can Volunteer?

Sylvia & Haynes



Volunteers of any age  
contribute.

Landon, Kole, & Preston





# Finding and Keeping Good Volunteers: an activity

# Sustaining the Volunteer

- Be prepared
- Provide training
- Offer interesting work
- Be flexible
- Communicate frequently
- Show appreciation
- Expand opportunities to learn

# Letting a Volunteer Go

- Make sure all volunteers clearly understand your organization's policies and procedures.
- Document volunteers' work and give honest feedback on performance.
- Do not discuss firing a volunteer with staff or other volunteers. Make the reasons for your decision clear to the person. Be professional and polite.

# Reward Volunteers

- Involve volunteers in your organization.
- Accept suggestions from volunteers
- The best reward is being part of a cause you consider good.