

***Volunteer Kentucky!***  
**Volunteerism Pre-Assessment Instrument**

Name of Organization \_\_\_\_\_

For each of the following items, indicate your level of satisfaction as the volunteer administrator. (Note: Blank rows are included to allow for specific standards to be added for your organization.)

<b>Creating Safe Environments</b>	<b>Yes</b>	<b>To Some Extent</b>	<b>No</b>	<b>Not Applicable</b>
Comprehensive volunteer selection policies and procedures are in place.				
Ongoing and contemporary volunteer education programs are in place based on volunteer roles & responsibilities.				
An orientation program is provided to all new volunteers.				
Youth participant standards of behavior are used in the organization.				
Adult volunteer standards of behavior are used in the organization.				
Financial management practices, based on organizational policy/procedures, are documented and communicated to volunteers.				
Volunteer insurance is in effect for all volunteers.				
Best practices for working with vulnerable populations (minors, elderly, etc.) are documented and communicated to volunteers.				
Programs and activities are age appropriate.				
Transportation policies are followed in the organization.				
<b>Engaging Volunteers</b>	<b>Yes</b>	<b>To Some</b>	<b>No</b>	<b>Not</b>

		Extent		Applicable
Volunteer recruitment strategies reach beyond traditional audiences.				
Volunteer retention strategies are intentionally implemented.				
Volunteer roles are flexible and can be adapted to meet changing needs.				
Volunteer corps is representative of the audience being served.				
Generational and/or cultural differences are considered in the volunteer administration plan.				
Technology is used to communicate and provide learning opportunities for volunteers.				
Professional staff is aware of and responds to trends in volunteering.				
Administering Volunteer Management Systems	Yes	To Some Extent	No	Not Applicable
Professional staff is recognized as volunteer administrators.				
Professional development opportunities are available for staff related to volunteer administration.				
Risk management systems are utilized.				
Orientation for new professionals related to volunteer administration is utilized.				
Evaluation tools are utilized to determine volunteer contributions.				

<b>Benefits of Volunteering</b>	<b>Yes</b>	<b>To Some Extent</b>	<b>No</b>	<b>Not Applicable</b>
Research-based resources are used to support volunteer education programs.				
Ongoing educational programs for volunteers are implemented.				
Leadership opportunities are available for volunteers.				
Volunteer middle management volunteers are engaged.				
Comprehensive volunteer recognition programs are utilized.				
<b>Strengthening Partnerships</b>	<b>Yes</b>	<b>To Some Extent</b>	<b>No</b>	<b>Not Applicable</b>
Advisory systems are engaged.				
Professional staff actively participate in community organizations.				
Collaborations with external partners result in expanded volunteer involvement.				
Collaborations with external partners result in strengthened community partners.				

## What Are Your Plans?

Based upon your responses to each item, which five are the top priorities to address?

Recognizing your priority areas, what resources are needed (i.e. curriculum, policies, etc.)?

What are the five steps your organization will be taking to initiate the necessary changes?