

**Recognizing Volunteers in Community Organizations:  
Formal versus Informal**

Determine if the recognition listed is “formal” or “informal.” *Place a checkmark in the column denoting whether each type of recognition is formal or informal.*

Formal	Informal	Type of Recognition
		1. A pat on the back
		2. Hosting a recognition event for volunteers in your organization
		3. A written personal thank-you note
		4. Writing and publishing in your newsletter or on your website an article about a volunteer or leader’s contributions
		5. A card
		6. An article published in your newspaper featuring a volunteer in your organization
		7. A phone call
		8. Collaborating with other organizations to coordinate a community-wide volunteer recognition event
		9. A few kind words made spontaneously
		10. Asking volunteers to share some of their most meaningful memories or experiences about their volunteer service and sharing those memories or experiences throughout the community