



VOLUNTEER MANAGEMENT: ACTION PLAN

What challenges does your program face when it comes to your volunteers? Based on today's discussion, what changes could you make to address these challenges? How might you use the information in today's workshop to improve or refine your program's volunteer program?

For example, are there specific changes that you could make to your recruitment practices? Could you develop or update your orientation checklist? Could you create a formal scheduling tool, or a call list for backup volunteers?

Use this worksheet to set a goal and develop an action plan for your program. Try to create a goal that is **S.M.A.R.T.:**

Specific
Meaningful
Action-oriented
Realistic
Timely

What is your goal?				
Why? (Meaningful)				
What steps do you need to take? (Action-oriented)	Who will be responsible? (Specific)	When do you want to accomplish this? (Timely)	What challenges might you face? (Realistic)	How will you meet these challenges? (Realistic)
1.				
2.				
3.				