**Resource 7**

**Show Appreciation to Volunteers**

Use this tool to make your school or classroom more volunteer friendly.

- Greet the volunteer by name; encourage students to use the volunteer’s name.
- Thank the volunteer personally each day, noting special contributions he or she made to class.
- Set a time to talk with the volunteer when students are not present; speak briefly with the volunteer before he or she leaves.
- Use the volunteer’s special talents, knowledge and interests in assigning tasks.
- Give the volunteer increasing responsibilities and more challenging tasks.
- Share articles and books of mutual interest on child development, learning styles or content areas in which the volunteer works.
- Include the volunteer when planning class activities.
- Send a letter of appreciation.
- Take the volunteer to lunch.
- Call or write when the volunteer is absent or ill.
- Invite experienced volunteers to train new volunteers.
- Write an article on the volunteer’s contributions for your volunteer newsletter or school newspaper.
- Ask volunteers to help evaluate programs and suggest improvements.
- Ask the students to evaluate the performance of volunteers; share their comments with the volunteers.
- Accommodate the volunteer’s personal needs and preferences to the activities he or she does.
- Encourage the volunteer to attend appropriate professional development opportunities.

Source: National Association of Partners in Education