

Recognition Tips

June/July 2010

Please Update Your Contact Information

Have you recently had a change in your mailing address, phone number or e-mail address? Please don't forget to give that updated information to your service unit director, registrar, Council office and Volunteer Services department.

Contact Preference

Do you have preference for how we reach you? Contact Deb Boyd and let her know if you would like information via e-mail, telephone, or mail.

Evaluations

Look for an email invitation to fill out our evaluation for how things went for you this year. Were the forms easy to use... was the training adequate... what could we have done different, etc. The email will come from DebB@GSEIWI.org with a link to Survey Monkey which will walk you through the survey and tabulate the results. Your response to the survey is how we will know what you need from us. Please take the time to fill it out.

Phone: 309-788-0833

Fax: 309-788-0836

E-mail: DebB@GSEIWI.org

Reflecting Upon Your Year

Summer is knocking on our door, and it is a great time to reflect upon your past year and see what worked and what could use improvement. Reflection is an evaluation of sorts that allows you to informally evaluate where you have been and where you would like to go. Here are some tips for helping you with your reflection.

First categorize the things you do as the Recognition Coordinator:

- Recognize volunteers throughout the year and at service unit meetings.
- Share information and collect nominations/applications for council and service unit awards.
- Place orders and collect volunteer year pins.
- Plan a celebration to honor volunteers.

Separate the categories, leaving space after each category for notes. Next, start reflecting and making notes about what you accomplished under each category.

After listing your accomplishments, start asking yourself questions, such as:

- * Was it successful?
- * Did volunteers enjoy it or find it useful?
- * Was it supported by the Service Unit team?
- * Is there anything I would have done differently?

Be honest in your reflection. If it wasn't successful, find out why. Ask the volunteers in your service unit why it didn't work well and what could have been done differently.

In the open space after each accomplishment, write down if you will do it again next year and/or what you would like to change. This is your plan for next year. On a separate sheet of paper include these things along with anything new you would like to try next year.

When you next meet with your Service Unit team or Service Unit Director, be sure to include these things in the Service Unit plan.

