

	<p>Program Policy and Procedure Manual</p>	<p>Section Volunteers</p>
<p>Policy IX. 7</p>	<p>Volunteer Time Logs, Communication, and Follow- Up</p>	<p>Created: 11/19/15</p>

Policy: The Volunteer Coordinator will have ongoing communication with each Volunteer.

Purpose: To ensure all volunteer hours are tracked and that each volunteer is enjoying their volunteering experience. Communication between VSC staff and each volunteer will be open and ongoing.

Procedure:

1. The Volunteer Coordinator will enter each Volunteer's time in their Electronic File on a monthly basis.
2. The Volunteer Coordinator will submit a copy of the report to the Executive Director and Marketing Director on a monthly basis and will include:
 - Volunteer Name
 - Assignment
 - Hours Worked
 - Comments and Feedback
3. The agency will hold orientation for prospective volunteers at least once per quarter.
4. The Volunteer Coordinator will reach out to active volunteers quarterly to request their feedback regarding their experience(s) with VSC. The results will be shared by the Executive Director and Marketing Director.
5. The Volunteer Coordinator will hold an event annually to recognize volunteers for their service.