

# Volunteer Engagement Self Assessment

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1. These are tasks that only I am able to do. I am not thinking about asking a volunteer to do these tasks.

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|---|--|---|
| <input type="checkbox"/> Interview potential volunteers     | <input type="checkbox"/> Process bills/payments    | <input type="checkbox"/> Write thank you notes          |
| <input type="checkbox"/> Update the website                 | <input type="checkbox"/> Write reports             | <input type="checkbox"/> Schedule presenters            |
| <input type="checkbox"/> Contact the media                  | <input type="checkbox"/> Plan recognition          | <input type="checkbox"/> Shoot video footage            |
| <input type="checkbox"/> Order training food/supplies       | <input type="checkbox"/> Take photographs          | <input type="checkbox"/> Order supplies/equipment       |
| <input type="checkbox"/> Attend volunteer recruitment fairs | <input type="checkbox"/> Make presentations        | <input type="checkbox"/> Assemble training materials    |
| <input type="checkbox"/> Write press releases               | <input type="checkbox"/> Facilitate meetings       | <input type="checkbox"/> Write newsletter stories       |
| <input type="checkbox"/> Present at a conference            | <input type="checkbox"/> Make copies               | <input type="checkbox"/> Contact key community agencies |
| <input type="checkbox"/> Train new volunteers               | <input type="checkbox"/> Data entry                | <input type="checkbox"/> Collect Survey Data            |
| <input type="checkbox"/> Assist with grant writing          | <input type="checkbox"/> Research possible funding | <input type="checkbox"/> Update social media sites      |
| <input type="checkbox"/> Orient new volunteers              | <input type="checkbox"/> Design flyers/ads         | <input type="checkbox"/> Plan volunteer meetings        |

2. These are tasks that I am thinking about assigning to a volunteer – but I would need some additional help to make that happen (training, finding the right volunteer, etc.).

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3. These are the tasks I already have volunteers doing on a somewhat regular basis.

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4. In the next three to four months, my goal is to have a volunteer doing these additional tasks.

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5. In order to transition the tasks marked in Question #4 to volunteers, what additional tools, help or support do I need?