

No Nonsense Volunteer Management



If you need volunteers and a system for managing them, but have little time to develop a program, this is for you!

The Volunteer Center of Greater Milwaukee, a program of the Nonprofit Center, has developed forms and put them on a CD so you can use them “as is” or customize them for your organization (other electronic formats are also available). These forms, policies, procedures and “tips” will give you a great place to start in creating a new volunteer program or enhancing and sustaining your existing program. In addition to the forms, there are instructions on how to use them and a volunteer management overview.

There are forms for creating a volunteer program

- **Policies**
- **Procedures**
- **Volunteer Position Description**

Forms for working with new volunteers

- **Volunteer Application**
- **Screening Interview**
- **Volunteer and Agency Agreement**
- **Reference Checks**

And forms for working with ongoing volunteers

- **Sign In**
- **Volunteer Evaluation**
- **Exit Interview**

Comments from Users

“The materials are all relevant and transferable to a variety of situations. I especially appreciate the volunteer and agency agreement form.”

“It is important for me to have these forms on a disk so I don’t have to recreate them from scratch.”

“These forms will be a great starting point for us. They give us a structure to bring – and keep – volunteers. This will benefit both the volunteers and our mission.”

The cost for Nonprofit Center members is \$35.00 (\$50.00 for nonmembers).

Contact Bonnie Andrews at **(414) 273-7887** or bandrews@volunteermilwaukee.org for more information.

The Volunteer Center is Milwaukee’s primary resource for volunteerism. Visit the web site at www.volunteermilwaukee.org to learn more.