

Assessing the Current Situation

1. How many volunteers do you have now?
2. If you are a youth organization, what is the ratio of adult volunteers to youth participants in your program?
3. Which communities have strong programs?

Which ones don't?

4. Which work/project areas have strong volunteer support?

What are the project areas that most need volunteers?

5. How many volunteers are currently involved in helping determine program priorities and directions?

What additional skills are needed among these decision makers?

Which additional segments of the community should be involved?

Is this a truly diverse group, fully representative of the community?

6. How many volunteers are currently supporting program delivery (for example, preparing newsletters, coordinating publicity, raising money, processing enrollments, etc.)

List possible support roles for volunteers.

7. How many volunteers are now directly involved in teaching others?

List potential areas.

8. What are the driving forces that are promoting change from the current situation? What are the restraining forces resisting change?

Supporting the Vision with a Plan

Putting wheels on your ideas—even your noble, compelling ones—requires an action plan. Use this worksheet as a discussion planning guide to get your vision moving. Expand it with dialog, reflection, brainstorming, prioritizing and, very importantly, additional sheets of paper!

	What we have	What we want	Goals/ necessary changes	Action required	Person responsible	Resources needed	Completion date
Roles of salaried staff							
Roles of management volunteers							
Roles of other adult volunteers							
Roles of other youth volunteers							
Involvement of diverse and representative volunteers in program decisions and priority setting							

	What we have	What we want	Goals/ necessary changes	Action required	Person responsible	Resources needed	Completion date
Use of action plans and involvement of volunteers in implementation of those plans							
Recruitment and selection of volunteers							
Placement and orientation of volunteers							
Training of volunteers							
Recognition of volunteers							
Evaluation and feedback of volunteers							
Involvement of volunteers with emerging priorities and programming							
Other							