

	<h2 style="color: blue;">RECOGNITION</h2>	<b>Policy # A&amp;O (7e)</b>
<b>Policy Name:</b>	Recognition Policy	
<b>Division:</b>	Volunteers	
<b>Subheading:</b>		
<b>Approval Date:</b>	June 12, 2024	

## RECOGNITION

### INTENT

To ensure that volunteers are continually celebrated and acknowledged for their work in an ongoing and equitable way.

### POLICY

At least one annual event will be held to celebrate the volunteers who support HabitatWR. Recognition will also occur throughout the year, including National Volunteer Week and an annual in-house award.

### DEFINITIONS

“Recognition” refers to celebrating and demonstrating gratitude for the volunteer's impact on the agency.

“National Volunteer Week” is the week in April set aside by Volunteer Canada to celebrate volunteers across the country.

### RESPONSIBILITY

#### Staff Responsibilities

The Volunteer Services Department, with the support of the rest of the Community Outreach Department, organizes and hosts the annual volunteer recognition events. The departments determine the individual staff responsibilities for this event. All HabitatWR staff are expected to participate in the annual volunteer recognition events.

Staff in the Volunteer Services Department are responsible for determining the National

Volunteer Week plans.

Individual volunteer supervisors can coordinate other specific recognition methods under the direction of the Manager of Volunteer Engagement.

## **PROCEDURE**

The annual Volunteer Recognition event will attempt to allow volunteers to socialize with each other and staff, demonstrate their important roles, and make them feel appreciated. The format can change from year to year but must take place annually.

All volunteers who require letters confirming their hours will be given one. References may be provided by request after volunteering a minimum of 40 hours.

## **REFERENCES**