



# *R*esource Kit for Managers of Volunteers

By: Betty Stallings

Written for



of the San Francisco Bay Area

# Resource Kit for Managers of Volunteers

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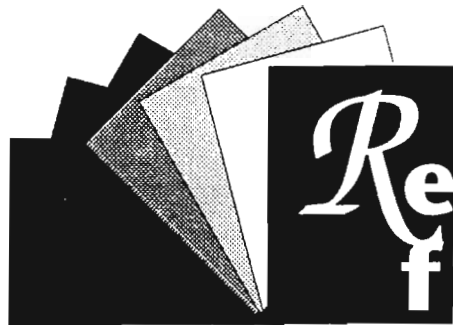
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# Resource Kit for Managers of Volunteers

## Designed for you:

- **New Managers of Volunteers**  
(paid/nonpaid)
- **Volunteer Centers to use as a resource in assisting Managers of Volunteers and new or developing programs**
- **Organizations developing new or expanded volunteer programs**
- **Small to medium size organizations with minimal staff time designated to managing volunteers**
- **Seasoned Managers of Volunteers as a refresher course**

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## Acknowledgements

This resource book is filled with the wisdom of many authors in the field of Volunteer Management. My goal, as author and compiler of this book, was to take the fundamental information in the field and present it in the most succinct, user-friendly format possible. It was written for the busy Manager of Volunteers who has few resources to initiate and manage a volunteer program.

Particular appreciation and credit go to Susan Ellis, Rick Lynch, Steve McCurley, Sue Vineyard and Marlene Wilson, the authors and trainers who have most impacted my journey into volunteer management training.

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## Dedication

This Resource Kit is lovingly dedicated to my mentor and friend, **Marlene Wilson**, in deep appreciation of her significant commitment and contributions to the field of Volunteer Management.

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## Preface

The purpose of this Resource Kit is to provide leaders and managers of today's volunteers with a succinct, practical guide to the fundamentals of developing a volunteer program. This guide covers the 3 R's of Volunteer Management: READY? — RECRUIT and RETAIN, and an appendix which includes a section for local resource information on volunteering and an extensive annotated bibliography on books, videos, and publications in the field.

Many national organizations prepare and publish information and forms for their affiliates' use in setting up volunteer programs. There are, however, thousands of small to medium size organizations which do not have access to these nationally developed resources. Often their programs are managed by people with little or no experience in the field of volunteer management. It is primarily for these individuals and organizations that this Kit has been written.

Each chapter, where appropriate, will cover 4 areas:

- **Thought-provoking questions** to assist the organization in spotting its strengths and weaknesses
- **Basic principles** on each topic
- Selected **forms, models, examples** related to this topic area
- Specific **references** for further information on the topic.

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