

MOVE UNITED PRESENTATION

The 3 R's of Volunteerism: Recruit, Retain, and Recognize: Tools and Techniques

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With Marge Smith

609-213-5673 • mlsprin75@gmail.com

AGENDA

1. Welcome Activity

- Start by sitting next to someone you don't know
- WELCOME ACTIVITY

2. Open Sentences Exercise

3. The Plant Exercise

a. Principles of Volunteer Management

b. Give Directions:

“In order to work with me, you need to know...”

4. Developing and Evaluating Your Volunteer Program

Using separate 3×5 cards, write ideas for:

- **STOP** – What should we stop doing?
- **START** – What should we begin doing?
- **CONTINUE** – What is working well and should continue?
- **ACCELERATE** – What should we expand or strengthen?

Each idea written down is genuine, so every voice is heard. Groups share their results and vote using dots to establish priorities.

- **STOP** –
- **START** –
- **CONTINUE** –
- **ACCELERATE** –

5. Recruitment

- Once you know what you need, see **HANDOUT ON RECRUITMENT**

6. Retention

Creating a Culture of Inclusion, Positivity, and Respect

(P.S. People can't say Yes unless you ask!)

- Match skills with jobs
- Catch people doing something right
- Provide appropriate and specific recognition

7. Understanding Skills and Preferences

Using a 3×5 card:

- On one side, write **5 things you like to do**
- On the other side, write **3 things you do not like to do**

Share with your group.

Consider saving these cards to help match people with tasks that play to their strengths.

8. Understanding the Different Roles They Enjoy Playing

a. Activity:

- Imagine yourself as part of a car...
- What part do you play?

9. Meaningful Ways to Appreciate and Recognize Volunteers

Catch people doing something right—don't wait until the end of the game to cheer!

Recognition Ideas:

- Recognition Handout
- A Great Person Award (*using their name or creative appreciation messages*)
- Appreciation Blocks with words reflecting values or qualities of the person being recognized

Group Activity

Each person:

1. Selects a block with a word that represents themselves
2. Selects another word that celebrates the person on their left.
3. Shares with the group
4. Then come to the group. Each person says the word they selected for themselves and then shares the word on the block they selected for the other person and why.

The 3R's of Volunteerism: Recruit, Retain and Recognize
TOOLS AND TECHNIQUES TO STRUCTURE INCLUSION,
RESPECT AND APPRECIATION

Marge Smith/ 609-213-5673/ mlsprin75@gmail.com

1. Sit Next to Someone You Don't Know
2. Introduce the Other Person, **Not** Yourself
3. Open Sentences v. Attack by Question
4. Use a Concrete Object to Stimulate thinking (i.e. Plants)
to go appeal to multiple ways that individuals learn
5. Stop, Start, Continue
6. Dots
7. 3x5 Cards – Writing before Speaking
8. Parts of a Car

9. Motivation and Recognition – Handout

10. Creative Ways to Recognize Volunteers

a. You Are A Great Person Award

b. Blocks Technique

c. Each Person is a Gift Technique/ Keys to
Recognition

11. Keys