



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## CELEBRATION AND RECOGNITION

Saying 'thank you' matters. Volunteers return and commit more deeply when they are thanked for their service.

Use the tips and script below to create your thank you communications. Handwritten letters, if manageable, are always appreciated. For larger number of volunteers, consider hosting a thank you event at the Y that highlights the completed project and ways in which the community is stronger. Consider including service project volunteers in any celebration your Y might host.

Make sure every participant receives a thank you note or token of appreciation soon after participating in a service event or project.

### COMMUNICATION TIPS FOR THANKING VOLUNTEERS:

- Personalize your communication by using their names
- Lead with the impact of their participation
- Thank them for their specific time and talent
- Let them know how they can continue their involvement

### SAMPLE TEMPLATES:

Customizable note cards and digital marketing assets are available on the Y-USA Brand Resource Center, available through Y Exchange.

### SAMPLE SCRIPT FOR THANKING VOLUNTEERS:

*"Tracy, thank you for working with us yesterday at the Dollar Dinner event! Together we provided a space for neighbors to meet and fed nutritious meals to 300 people. We couldn't have done it without you helping to serve up those meals! We would love for you to join our next Togetherhood service event on March 15<sup>th</sup>. I also encourage you to check back at our Y website or to follow our Facebook page to keep up-to-date on Y events. As always, let us know if you have any ideas of other projects you would like to do for our community. We are always looking for new ways to serve. Thanks again!"*

### PUBLIC APPRECIATION

A public acknowledgement of a volunteer's efforts enhances the pride that a volunteer may feel for their efforts. Simple methods might be a flyer on a bulletin board, a slide on a video monitor with rotating content, or a mention on social media. More involved but highly impactful methods are a plaque wall of names or a volunteer appreciation banquet in which awards are given.

Public appreciation also prompts other members to ask how they can get involved and be recognized for a similar achievement.