



Recognition & Appreciation



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Recognizing and appreciating the service volunteers contribute to OPRD is crucial to fostering stewardship within OPRD. Volunteers, individuals, and groups, deserve to be recognized for their efforts, and valued for their contributions.

Related Links & Documents



[Volunteer Supply Order Form](#)



[Retiring from Service](#)



Service Recognition

Recognizing volunteers is extremely important, and can create a positive volunteer culture in a management unit or division.

The following are simple ways a division or management unit can help foster an environment of support and appreciation within their volunteer community:

- When staff see volunteers, a simple wave or hello go a long way.
- Stop and thank volunteers in person whenever possible.
- Recognize the contribution of a volunteer or group of volunteers by mentioning their accomplishments at a staff or volunteer meeting where they and other staff/volunteers are present.
- Share positive reviews or comments the park or program has received, and link the comments to their contribution.
- Give volunteers leadership opportunities. For volunteers who are far exceed your expectations, request their help with a specific project; one that speaks to their skills and your trust in their ability: writing a training manual for a specific task, training other volunteers, etc.
- Send them a thank you card—by mail or email.



Awards

New awards are being developed and the award nomination process is also currently under review. Below is a description of current active awards.

Outstanding Volunteer Award

Annual award to appreciate and recognize outstanding volunteers at MU's and divisions. All categories of volunteers can be considered for this award. In March, statewide staff will call out for MUs to identify which volunteers they would like to award as their Outstanding Volunteers.

[See an overview of the Outstanding Volunteer Award here.](#)

Hour Recognition

Park hosts are the only volunteer group that currently receives volunteer hour recognition awards in the form of a pin and hour bar.

Hour Bars are first earned at 1,000 hours. After 2,000 hours, hour bars are awarded by increments of 2,000 (ex: 2,000, 4,000, 6,000, 8,000)

Hour bars are distributed by statewide program staff.

Items and Gifts

A small gift or token of appreciation serves as a thank you, as a reminder of service performed, and as a recruitment tool for new volunteers.

To order statewide appreciation items and gifts for your unit's volunteers, utilize the volunteer order form: <https://form.jotform.com/232546474942059>.

Management Units and Divisions are able to supplement statewide items and gifts and purchase their own to provide for volunteers. Following guidance on gifts and awards given to volunteers, the total annual amount of all gifts given, needs to be less than \$50 per volunteer. Cash and gift cards are not eligible to be received as gifts. If developing a unique item that involves the OPRD brand, consult with the Communications Division to develop brand approved options.



Appreciation Events

Following the [Non-Travel Meals and Refreshments Policy and Procedure](#), management units and divisions are able to host two volunteer appreciation events annually.

September is OPRD's Volunteer Appreciation Month

OPRD staff are encouraged to host one of these events in September during the month the agency has chosen to recognize volunteers.

Non-Travel Meals and Refreshments Guidelines for Volunteer Events

- MUs and divisions may host volunteer recognition events that utilize state funds, two times a year. Refreshments may be provided, but meals may not be a part of the appreciation event. The event cannot be a volunteer appreciation breakfast, lunch, or dinner.
- Refreshments include: essential serving products (plates, cups, utensils, napkins, etc.), beverages (including cream and sugar for coffee/tea), and any food deemed necessary to support your volunteer appreciation event.

Example, allowed: Within the refreshment budget, your unit may host a volunteer appreciation event, where burgers (including all the fixings) and drinks are provided by OPRD OR cake, brownies, fruit, and beverages (including plates and silverware).

Example, not allowed: Within the refreshment budget, your unit hosts a volunteer appreciation LUNCH, where individual box lunches are provided to each attendee.

Procedure: Non-Travel Meals and Refreshments for Volunteer Events

- Get permission from management to host a volunteer appreciation event.
- Complete the Non-Travel, Meal, Refreshment and Event Authorization form, and have it approved by your MU or division manager.
- In addition to the pre-approval form, provide an agenda for the event and a list of the attendees.
- Document all refreshment purchases.
- Manager keeps the signed Non-Travel, Meal, Refreshment and Event Authorization form for their records/receipt tracking.
- Use the [Volunteer Supply Order Form](#) to order appreciation gifts for your volunteers to distribute at the event.