**SAMPLE**

**Volunteer Review Questionnaire**

As part of the Volunteer Process, it is useful to gather the views of volunteers through questionnaires in order to understand their self-assess, satisfaction, feedback and reflections upon exiting the role.

This information can help a club to support volunteers and highlight areas that are working well as well and areas that can do better. Here are a bank of questions that may be relevant to your volunteers, depending on the following considerations …

* What is the purpose of gathering this information
* How will it be used
* What info is required (do not ask Qs unless there is a purpose and use for them)

*When completed,* ***please email it directly to XXX by XX/XX/XXXX***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Question** | **Comments** |
| How long have you been volunteering with the Club? |  |
| How often do you volunteer? | When:Hrs: |
| What did you hope to gain from volunteering when you first started?  | * Meet new people
* Gain new skills
* Use/develop existing skills
* Contribute to the Club
* Other (please state)
 |
| **Question** | **Yes, NoN/A** | **Comments** |
| Have your expectations been met? |  |  |
| Have you gained in any of the following as a result of volunteering?* Personal development
* Skills development
* General health & well-being
* Socially
 |  |  |
| Have you found the following support to be useful?* Induction process
* Induction handbook
* Support from Staff
* Support from Volunteers
 |  |  |
| Are you satisfied that you have all the necessary information and opportunity to understand your responsibilities and duties? |  |  |
| Are you familiar with the purpose, objectives, and outcomes of your role? |  |  |
| Are you familiar with the Club’s policies and processes? |  |  |
| Are you satisfied that you have had sufficient opportunities to get to know other Volunteers relevant to your role? |  |  |
| Are you satisfied with how your Volunteering is organised? |  |  |
| Have you encountered situations where your responsibilities as a Volunteer have conflicted with other interests?  |  |  |
| Are you comfortable with your attendance and contribution at relevant meetings?  |  |  |
| Do you always read relevant documents including those for meetings, and satisfy yourself that they are accurate?  |  |  |
| What one knowledge/skill that if you were to improve on, would most improve your performance as a Volunteer?  |  |  |
| If you have not already done so, would you be willing to volunteer on a sub-committee or in a different role either now or in the future?  |  |  |
| Have you found your role and responsibilities as a Volunteer to be stimulating and rewarding so far?  |  |  |
| Would you recommend Volunteering to a friend? |  |  |
| What would you like to achieve in your role?  |  |
| What support could make your role easier?  |  |
| How do you learn best? *Give an example …*  |  |

Overall, how do you rate yourself as a volunteer at this time? Above average. Average. Below average.

Overall, how do you rate the level of support for you as a volunteer? Good. Ok. Poor.

Overall, how do you rate the fun and enjoyment as a volunteers? Good. Ok. Poor.

Overall, how do you rate your volunteer experience? Good. Ok. Poor.

**Please highlight up to three priorities areas relating to your role which you feel should be considered …**

|  |  |  |  |
| --- | --- | --- | --- |
| **Priority** | **Working Well** | **Could Be Better if …** | **How to maintain/improve** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |

Why are you leaving the Volunteer Role?

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|  |

Any other comments or suggestions in relation to your role as a Volunteer that you would like to add

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|  |

*Source Golf Ireland*