**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, No N/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*