

When a volunteer wants to leave

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Introduction

No matter how effective your volunteering program is, sooner or later volunteers will leave your organisation. There are lots of different reasons for a volunteer to leave your organisation. This Tip Sheet gives suggestions for how to make the process as smooth as possible.

Tips for Best Practice

When a volunteer decides to leave, there are things you can do to make the process easier. You can:

- a) Tell the volunteer of any formal notice you would like (for example a week's notice to fill the position)
- b) Tell the volunteer how to return any items (e.g. name tags, uniforms or resources)
- c) Talk to the volunteer about how they would like other members of your team or organisation to know that they are leaving

You may consider offering the following as part of the volunteer's exit from your organisation:

- a) Set up an exit interview and get some feedback from the volunteer on their experiences working with you and your organisation
- b) Give a written reference to the volunteer
- c) Offer to be a referee for the volunteer
- d) Give a certificate of attendance or appreciation
- e) Let other members of your team or organisation sign a farewell card
- f) Have a farewell celebration

Having a volunteer leave can be a sad time. If you offer a positive and respectful farewell process, you are doing the best thing - leaving the door open for them to come back to you one day.