

Volunteer Recognition Templates

Overview:

The Volunteer Recognition Templates are provided as examples for recognizing volunteers throughout the PMI Portland Community. Individualized examples are encouraged in order to extend recognition that is thoughtful, genuine and special. Customization anywhere that {brackets} exist is important for extending meaningful recognition. Be sure to delete the actual brackets after editing. Always be sensitive to what form of recognition would best fit the volunteer's individual preference about how they would like to be recognized.

LinkedIn:

Post on the PMI Portland LinkedIn Group and/or Individual's Recommendation page:

{Jennifer}, thank you for your volunteer contributions to the PMI Portland Community, {Marketing Portfolio}! I appreciate the significant contributions you have provided to the {Newsletter this year} in your role as a {Newsletter Editor}. I look forward to {reading the new articles you are working on}!
{Joe Jones, VP of Marketing}

PMI Portland

{The smallest act of kindness is worth more than the grandest intention. Thank you for volunteering!}

Newsletter:

Submit to newsletter@pmi-portland.org:

New Volunteer Recognition:

{Registration Coordinator} {(registration@pmi-portland.org)} Welcome {Jennifer Jones to her volunteer position as Registration Coordinator}. I appreciate Jennifer's efforts and her kindness in her new volunteer role. {Goals} {As the Registration Coordinator Jennifer is looking forward to maintaining the amazing customer service provided by the Registration team! She will also be using her background in training to train registrant's in the use of the online registration system}.

{Bio: Professional Background – One or two Sentences} {Jennifer has been the Construction Project Manager for XYZ companies for the past three years and she has over 18 years of project management experience in a variety of industries}.

{Personal Background – Optional Sentence} {Jennifer has three children and an amazing husband and she enjoys gardening, running and rock and roll music}.

Thank you for your service to the PMI Portland Community!

Special Volunteer Recognition:

I would like to recognize {Jennifer Jones} for {her amazing contributions} as the {Registration Coordinator}. Please join me in thanking Jennifer for {her extraordinary contributions in coordinating



Volunteer Recognition Templates

the registration for the Holiday Party}. {You made it easy for us to get everyone registered and I definitely appreciate your patience}!

{Jane Doe, VP of Membership}
PMI Portland

Note: Handwritten Note Card or Email:

Deliver in person/include in Status Report or Email and cc Dir of Volunteer Recognition:

{Jennifer}, thank you so much for volunteering for the PMI Portland Community as the {Registration Coordinator} in the {Membership Portfolio}. I appreciate {the consistency you have brought to the registration desk, as well as your ever ending smile and your optimism}. Please call me if I can be of service to you. I look forward to seeing you at the next PMI Portland chapter meeting.

{Jane Doe, VP of Membership}
PMI Portland
503.999.9999

Volunteer Recognition Card:

Available for completion at the Volunteer table at the Chapter Meeting:



Volunteer Recognition Card

I want to recognize: _____
First Name Last Name

for their volunteer contributions:

Signed

Date

Volunteer Recognition Templates

Certificates:

A "[basic](#)" and "[modern](#)" *certificate of appreciation* is used as a participation certificate for the on-going quarterly awards. LaserQuick can provide services to generate certificates on the approved template, or anyone can use this template using a standard laser printer.

Two *special certificates* have been created for use for special recognition like the recognition identified for [annual rewards](#) and [extraordinary contributions](#). These can be printed using a standard color laser printer.