

## VOLUNTEERS FOR HEALTH 2013 WORKPLAN

### GOAL I: Provide resources to share/post volunteer opportunities

ACTION STEPS	OUTCOME	TIMELINE	PERSON(S) RESPONSIBLE	STATUS
Identify resources	List of resources	January 2013	All	In Progress
Share list of resources and links to post on website	List of resources posted on website	February 2013	Carrie	In Progress
Promote volunteer opportunities such as: <ul style="list-style-type: none"> <li>HandsOn Suncoast</li> <li>St. Petersburg College</li> </ul>	Information presented and/or shared at TBHC Quarterly Meeting	Ongoing	All	In Progress <i>HandsOn ppt at Feb 7<sup>th</sup> meeting</i>

### GOAL II: Promote training opportunities and best practices for staff and volunteers within organizations and volunteer management

ACTION STEPS	OUTCOME	TIMELINE	PERSON(S) RESPONSIBLE	STATUS
Add identified functionality to TBHC website	<ul style="list-style-type: none"> <li>eVersion of VfH Nomination Form</li> <li>Committee meeting dates &amp; call-info</li> <li>Calendar of events list</li> </ul>	December 2012	Carrie, website developer	In Progress – <i>Beta website completed, finalizing details</i>
Identify key resources to include to TBHC website	Resource page for Volunteers for Health Committee to include: websites, training opportunities, best practices, manuals, meeting dates and other documents related to volunteer management	Ongoing	All – identify links, resources and information to share	In Progress

**GOAL III:** Recognize outstanding service achievements by volunteers in health related and/or health-serving organizations

ACTION STEPS	OUTCOME	TIMELINE	PERSON(S) RESPONSIBLE	STATUS
Establish timeline for Volunteer Recognition Program (May 2013 & November 2013)	Updated timeline	February 2013	Gregg	Completed <i>Spring 2013 Cycle Timeline completed.</i>
Update, post and release volunteer recognition award nomination form (May 2013 & November 2013)	<ul style="list-style-type: none"> <li>Updated Nomination Form</li> <li>Electronic Nomination Form</li> </ul>	TBD	All	In Progress <i>Nomination Timeline shared at Feb 7<sup>th</sup> meeting, Form sent as attachment to follow-up email</i>

**GOAL IV:** Increase committee membership, participation and diversity.

ACTION STEPS	OUTCOME	TIMELINE	PERSON(S) RESPONSIBLE	STATUS
Contact fellow colleagues and staff of other free clinics and encourage them to join the committee	Additional committee members	Ongoing	TBHC Staff, Committee	In Progress