

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
VOLUNTEER SERVICES  
**REPORTING AND RECOGNIZING VOLUNTEER SERVICES**

**Purpose -**

Salt Lake County encourages both the accurate and complete reporting of volunteer services and the recognition of services provided by volunteers. Both recognition and reporting are necessary in order to more completely and accurately reflect the value of volunteer services to Salt Lake County, including the reduction of the burden on taxpayers.

**1.0 Reporting**

- 1.1 County elected offices, departments and divisions that utilize volunteers shall track, record and report volunteer activities on forms that are approved and provided by the Office of Volunteer Program Services.
- 1.2 Volunteer forms include those regarding recruitment, applications, volunteer job descriptions, an individual volunteer contract, a group contract, evaluations, recognition and reports on activities and expenses.
- 1.3 Forms shall be distributed by the Office of Volunteer Program Services to divisions and agencies that utilize volunteer services.
- 1.4 Such divisions and agencies will submit reports regarding volunteer services on ~~an annual~~ a quarterly basis to the Office of Volunteer Program Services.
- 1.5 The Office of Volunteer Program Services will compile statistics and distribute an annual reports to the Mayor, County Council, department directors, user divisions and agencies, and other interested persons or entities.

**2.0 Recognition of Volunteer Services**

- 2.1 The Office of Volunteer Program Services will purchase and distribute, or assist in the purchasing and distribution of, county volunteer pins, certificates of appreciation, and invitations for countywide, agency, or division volunteer recognition events upon request.
- 2.2 The Office of Volunteer Program Services shall seek nominations from agencies and provide recognition gifts for the monthly vital volunteer award, volunteer-of-the-year award, and other events outside of county government, such as state, national or private sector recognition events.

- 2.3 The Office of Volunteer Program Services will, upon request, assist the elected offices, departments, and divisions in planning and implementing their own volunteer recognition events.
- 2.4 Divisions, departments and elected offices should include a spending plan in their annual budgets for volunteer recognition.
- 2.5 Methods of recognition may include letters, certificates of appreciation, plaques, banquets, small gifts, tickets to local cultural events, news releases to the media, and other means of recognition as approved by the agency or division director.

### 3.0 Recognition of Volunteer Coordinators

- 3.1 The Office of Volunteer Program Services shall seek nominations from the directors of county divisions, departments and elected offices and shall select an outstanding county employee volunteer coordinator(s) and/or county volunteer program, to be recognized annually. The Office of Volunteer Program Services shall further honor all county employee volunteer coordinators at a recognition event sponsored by the Office of Volunteer Program Services.

APPROVED and PASSED THIS 29th day of August, 2006.

SALT LAKE COUNTY COUNCIL

  
Cortlund Ashton, Chairman

ATTEST:

  
Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

  
Gavin J. Anderson 16 Aug 2006  
District Attorney's Office Date