



# **Bad Practice Guide**

**How to lose a volunteer in 10  
days...**

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Head of Information**

## **No more pesky volunteers**

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**All the steps you need to take to lose  
volunteers....**

**...*or* a look at volunteering from the  
volunteer's point of view.**

# Ignore the basics

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**VE, Volunteer Centres and other sources of good practice are full of advice about what works – they'll only stop you from:**

- **Not risk assessing (the only good volunteer is a dead volunteer)**
- **Making flat rate payments to volunteers (why waste time with receipts?)**
- **CRBing check everyone. Or no one.**

# Get things wrong from the start

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## Questions to ignore:

- Why are we involving volunteers?
- Is there a budget for volunteers?
- Who will manage/supervise them?
- Is there enough room for them?
- Are we ready to answer enquiries from potential volunteers?

# Stop them coming in the first place!

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They can't volunteer for you if they do know about the opportunities...

Why reach out? We're happy with what we've got

People it's easy to avoid - Asylum seekers **Ex Offenders** Disabled people **Unemployed people** Young people **Older people** BME communities

# The ideal recruitment material:

## Volunteers needed



SAE to Royston Vaisey Community Group, Royston Vaisey, AB1 1AB

1.1

Tick box 1.3 if you are a Company Director who earns more than £500,000 per annum and works less than 19 minutes a week.

If you died during the last tax year, tick box 1.4 and seek medical assistance.

You must claim the value of your Protestant Work Ethic in pounds if you only wish to be taxed on the money you earn without guilt.

1.2

1.3

Please see Tax Form F47C47, "Bribing The Government".

1.4

Please ask for the Ouija Board version of this form.

1.5

£

### About your uncertain future.

#### Your Worthless Pension.

Tick box 1.6 if you have an annuity or belong to a company pension scheme that has not all been placed on a horse.

6:1

A horse is a large quadruped that is a transient by-product of the manufacture of glue.

### About your pointless drudgery.

#### Your Employer.

An employer is a person you work for in return for luke-warm respect and a weak promise about your future prospects.

1.7

### Step 2

Fill in supplementary pages BEFORE you read this paragraph.

Please use blue, black or burnt sienna ink to fill in your Tax Return and not blood, sweat, tears or other symbolic corporeal fluid you may feel is appropriate.

When you have filled in this form, you may tick this box  as a reward. If you tick the box before you have finished all the questions, you may not get any pudding, be sent to your room, or face an Investigations Panel of barking dogs with mechanical claws. You can appeal to an independent arbitrator against the findings of the Investigations Panel within 30 days of your hearing, but the arbitrator's decision is final and cannot guarantee that they will be able to locate the whereabouts of your face following your initial hearing.

If you have enjoyed this form, please tell us about your friends.

Complex forms help put off people with no qualifications, asylum seekers, speakers of other languages, the visually impaired and anyone who doesn't like form filling....

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# Interviewing and selecting volunteers

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## The square peg principle...

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**Task descriptions are written in stone – why change something just to involve a volunteer?**

# **Sink or Swim – The Social Darwinist approach to induction**

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**There's nothing better at putting volunteers off than throwing them in at the deep end.**

**With no idea of what you're meant to be doing, poor training and no one to ask for help, what would you do?**

# Volunteers should be seen but not heard

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**Avoid one to one feedback**

**- or if you must, treat it like an appraisal.**

**By the Spanish Inquisition.**

# Volunteers should be seen but not heard

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**A volunteer who feels at home in an organisation is likely to hang around, so:**

- **Create an ‘Us and them’ culture**
- **Don’t bother listening to volunteers**
- **Make decisions without consultation**
- **Don’t invite volunteers to social events**

# Volunteer policies and other documents

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**Make them as off-putting and unreadable as possible**

**Never in Plain English**

**Never in a reasonably large clear font (like Arial at 12 point or above)**

**Never make them relevant to your organisation**

**Don't bother revising them**

**Ignore them and they'll go away**

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***Never say thank you***

***Never celebrate volunteering***

***Never recognise volunteer contribution***



## **One for the senior managers...**

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**Give no support to volunteer managers**

**Allow them to work in isolation**

**After all, they're only managing volunteers...**

**For further help on getting things ~~wrong~~  
right...**

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**Volunteering England Information Team**

**[www.volunteering.org.uk/information](http://www.volunteering.org.uk/information)**

**[information@volunteering.org.uk](mailto:information@volunteering.org.uk)**

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