

## Template| Volunteer Exit Memo



In many organizations, volunteer turnover is very high. You need to make sure when a volunteer exits, you can get to know how this person feels about her experience working with your organization. Her feedback helps you to improve your volunteer management system. An exit memo is also necessary to handover work to the next person so that they can easily take over unfinished tasks.

Please take a few moments to answer the following questions about your volunteer experience at [your organization's name]. We appreciate your honest and candid feedback.

1. Please list and provide a short description of the projects/tasks that you completed during your time with [your organization's name].
2. Please specify any projects/tasks you left unfinished/in progress.
3. Please also note where this work is saved and at what stage of completion it is.
4. What was your best experience working at [your organization's name]?
5. What did you learn from this volunteer experience?
6. What was your biggest frustration working at [your organization's name]?
7. What could we have done to alleviate this frustration?
8. How might we improve the volunteer experience?
9. Did you feel that the workload was appropriate for your scheduled hours?
10. Did you feel that the orientation was comprehensive? If not, what additional areas should we cover?
11. Additional comments: