

Accepting a Volunteer's Resignation Procedure

For a variety of reasons, a volunteer may need to resign from their position(s) within the council.

1. A volunteer considering resignation is encouraged to discuss their reasons with their assigned staff supervisor prior to giving notice.
2. The volunteer should submit a written (letter or email) and signed resignation to their staff supervisor outlining the reason(s) for leaving the position. (If the volunteer fails to submit a written resignation, the staff supervisor will provide the necessary documentation for the volunteer's record.)
 - All verbal and written volunteer resignations received will be accepted.
 - If the reason for resigning from a position is a result of council policy or practice, the staff supervisor receiving the resignation should discuss the issue with their direct supervisor.
3. The staff supervisor receiving the resignation should verify whether the volunteer is resigning from *all* volunteer positions held, or from one specific volunteer position, and provide written acknowledgement and notification to the volunteer.
4. Using a council provided template, a letter recognizing the volunteer for their service will be sent by the staff supervisor or their designee within seven (7) business days of receipt of resignation. A copy of the letter will be sent to the appropriate staff to update the database and file in volunteer record.
5. The staff supervisor will promptly facilitate the transfer of resources, finances, and supplies and communicate to any additional functional staff who should be made aware of the resignation.