

Best practice template

How to use this document - instructions

To identify your best practices we developed a template (see 2nd page). This PDF is editable and you can directly write in it.

If printing and writing seems like a better choice, choose one of these categories for the best practice you are describing:

HOW TO SET UP A PROGRAM

- Project growth and development
- Staff involved with Volunteers
- Finances

RUNNING A VOLUNTEER PROJECT

- Recruitment and preparation
- Arrival
- Workflow and Social Cohesion
- Mentoring
- Learning and personal development
- Personal projects
- Community living & integration & inclusion
- Sustainability
- Departure

Title of best practice

Topic (in your own words)	<input type="text"/>	Category (choose from list; max. 2)	<input type="text"/> <input type="text"/>
Practiced at	<input type="text"/>		
Inspired by	<input type="text"/>		
Describe the practice. Be very specific.			
<input type="text"/>			
What is the purpose of this practice? Why are you doing it? What are the benefits?			
<input type="text"/>			
Are there any drawbacks or potential negative impacts?			
<input type="text"/>			
When implementing this practice, is there anything to be aware of, to avoid, to be careful about?			
<input type="text"/>			
What resources are needed to implement it?			
<input type="text"/>			
Resources - links etc.			
<input type="text"/>			