

## ANNOTATED VOLUNTEERISM BIBLIOGRAPHY

(Developed by Carla Lehn -- Revised June, 2018)

Burych, Christine, Alison Caird, Joanne Fine Schwebel, Michael Fliess and Heather Hardie, Measuring the Impact of Volunteers: A Balanced and Strategic Approach (Philadelphia: Energize Books, 2016).

*This book describes an alternative to the traditional metrics of reporting volunteer service – “by the numbers” – to help reflect the true value of volunteers to your organization. Those familiar with the balanced scorecard measurement tool first developed by Kaplan and Norton in the 1990’s will recognize the concepts adapted uniquely for volunteer involvement.*

Campbell, Katherine Noyes and Susan J. Ellis, The (Help!) I-Don’t-Have-Enough-Time Guide to Volunteer Management (Philadelphia: Energize Books, 1995).

*This book was written for volunteer managers who are stretched thin -- struggling to handle the demands of creating and running volunteer projects as an adjunct to other job responsibilities or on a part-time basis.*

Ellis, Susan, From the Top Down: The Executive Role in Volunteer Program Success, Third Edition (Philadelphia: Energize, Inc., March, 2010).

*This book is written for the top level decision-maker -- executive director, Library Director, etc. Focuses on key aspects for ensuring success -- from staffing, budgeting and legal issues, determining dollar value of volunteers and evaluating impact.*

Ellis, Susan and Katherine Noyes Campbell, Proof Positive: Developing Significant Volunteer Record-Keeping Systems, 21<sup>st</sup> Century Edition (Philadelphia: Energize Inc., 2003).

*This book will help you create your own forms from many samples; collect and communicate volunteer information in easy and effective ways; write reports that get your executive’s attention.*

Fixler, Jill Friedman, et. al. Boomer Volunteer Engagement: Collaborate Today, Thrive Tomorrow, (Bloomington IN: AuthorHouse, 2008).

*This guidebook presents a step-by-step process for creating a culture for Boomer volunteers to thrive in your organization.*

Graff, Linda, Better Safe: Risk Management in Volunteer Programs and Community Service, (Canada: Graff and Associates, 2003).

*A definitive work on a sensitive but vital subject. Screening volunteers (and employees) has always been an important part of the volunteer coordinator’s job, but in today’s climate of risk and liability, the stakes have risen considerably.*

Kelly, Colleen, and Lynda Gerty, The Abundant Not-for-Profit: How Talent (not money) Will Transform Your Organization. (Canada: Vantage Point <http://www.thevantagepoint.ca/abundant-not-profit-book>, 2013)

*Inspiration and practical ideas to help you think beyond scarcity, and step up to the challenge of engaging educated, experienced and talented people in the work of your organization.*

Lee, Jarene Frances with Julia M. Catagnus, What We Learned (the Hard Way) About Supervising Volunteers, (Philadelphia: Energize, Inc., 1999).

*Advice, wisdom, and experience from over 85 real-life, on-the-job supervisors of volunteers. A good analysis of what works and what doesn’t in supervision.*

Lehn, Carla Campbell, From Library Volunteer to Library Advocate: Tapping into the Power of Community Engagement. (Santa Barbara: Libraries Unlimited, An Imprint of ABC-CLIO, LLC, 2018).

*Traditional library volunteer programs must re-tool for today's volunteer. Libraries can and should be using volunteer service as a strategy for community engagement. When successfully engaged, many volunteers naturally become library supporters and advocates. Practical hands-on techniques, skills and tools for achieving success are identified and included.*

Lehn, Carla Campbell, Volunteer Involvement in California Libraries: Best Practices (Sacramento: California State Library, 1999). <https://getinvolvedclearinghouse.org/resource/training-materials/volunteer-involvement-california-libraries-best-practices>

*Based on the experiences of the author's work with library volunteer programs, this book describes the critical elements for volunteer program success and provides sample materials that can be used to further develop a library volunteer program.*

Rosenthal, Robert, Ed., Volunteer Engagement 2.0: Ideas and Insights Changing the World (Jossey-Bass, 2015).

*Explores the innovative volunteer engagement approaches that are reshaping nonprofits and their communities, and shows how you can bring these approaches to your own organization. The chapter on "Leading Big Volunteer Operations" is a case study of the California State Library's own "Get Involved: Powered by Your Library" statewide initiative.*

Smallwood, Carol, and Lura Sanborn, Eds., Library Volunteers Welcome! Strategies for Attracting, Retaining and Making the Most of Willing Helpers (Jefferson, NC: McFarland & Company, 2016.)

*This collection of 30 new essays (including 3 by Carla Campbell Lehn) brings together the experiences of numerous individuals across the US, providing ideas, projects and best practices in five sections: recruitment and retention; policies and process; mentoring and empowering; placement programs and responsibilities; and outreach.*

Stallings, Betty, with Susan Ellis, Leading the Way to Successful Volunteer Involvement: Practical Tools for Busy Executives (Philadelphia: Energize, Inc., 2010).

*Central to this book is the belief that the key factor in volunteer success is the attention of an organization's top decision makers. Each section sequentially moves through a strategic volunteer engagement planning process. From budgeting for volunteer engagement, through ensuring legal compliance and managing risk, the book provides insights and tools to help.*

Volunteer Centre Dacorum, A Toolkit for Volunteer Speed Matching: (Philadelphia: Energize, Inc., 2005)

*A clever volunteer center in London created a "Volunteer Speed Matching" event with all the characteristics of speed dating including score sheets, a stop watch, and "daters" moving from table to table on 3-minute whistle sounds! They produced this Toolkit with event planning tips, templates for score sheets and other basic materials, sample press releases, etc.*

Wall, Milan, and Vicki Luther, Ph.D., 10 Ideas for Recruiting New Leaders (Lincoln, NE: Heartland Center for Leadership Development, (800) 927-1115, 2000.)

*Ten excellent ideas based on actions of community leaders dealing with the very real problem of developing new leadership.*

Wilson, Marlene, Visionary Leadership in Volunteer Programs: Insights (Philadelphia: Energize, Inc., 2008)

*A collection of favorite and most-requested presentations from Marlene Wilson, volunteer management pioneer and leader in the field.*

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, No Surprises: Harmonizing Risk and Reward in Volunteer Management – 5th Edition  
(Washington D.C.: The Nonprofit Risk Management Center, 2009).

*Clear, easy-to-read book that demystifies risk management and explains this responsibility for directors of volunteers in any setting. Learn how to limit risk at each step of managing a volunteer program.*

**Volunteerism Webography**  
(Developed by Carla Lehn -- Revised July, 2019)

- Association of Leaders in Volunteer Engagement [www.volunteeralive.org](http://www.volunteeralive.org)
- BoardSource (resources for boards) [www.boardsource.org](http://www.boardsource.org)
- Building Inclusive Bridges: A Guide to Facilitating Inclusive Referrals  
<https://www.volunteeringact.org.au/assets/publications/building-inclusive-bridges.pdf>
- Consumer Guide to Volunteer Management Systems <https://www.techsoup.org/support/articles-and-how-tos/consumers-guide-to-software-volunteer-management>
- Council for Certification in Volunteer Administration (CVA) [www.cvacert.org](http://www.cvacert.org)
- Professional Ethics in Volunteer Administration <http://cvacert.org/resources-and-media/professional-ethics/>
- Corporation for National Service [www.nationalservice.gov](http://www.nationalservice.gov)
- Volunteering & Civic Life in America [www.volunteeringinamerica.gov](http://www.volunteeringinamerica.gov)
- Doing Good Together (Youth and Family Volunteering) <http://www.doinggoodtogether.org/>
- DOVIA (Directors of Volunteers in Agencies by State) [www.energizeinc.com/prof/dovia.html](http://www.energizeinc.com/prof/dovia.html)
- Energize A-Z Volunteer Management Library <https://energizeinc.com/a-z>
- Get Involved: Powered by Your Library Resource Clearinghouse [www.getinvolvedclearinghouse.org](http://www.getinvolvedclearinghouse.org)
- Inclusive Volunteering: Recommendations for Volunteer Coordinators on How to Develop A More Inclusive Volunteer Programme [http://dobrovolnickecentra.sk/subory/Recommendations\\_final.pdf](http://dobrovolnickecentra.sk/subory/Recommendations_final.pdf)
- The Millennial Impact Report [www.themillennialimpact.com/](http://www.themillennialimpact.com/)
- National Association of Volunteer Programs in Local Government [www.navplg.org](http://www.navplg.org)
- Nonprofit Risk Management Center [www.nonprofitrisk.org](http://www.nonprofitrisk.org)
- Online Communities for Volunteer Administrators <https://www.energizeinc.com/directory/onlinec/discussion>
- Points of Light Foundation [www.pointsoflight.org](http://www.pointsoflight.org)
- Value of Volunteer Time
- Independent Sector (Dollar Value Average) [https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time)
  - Return on Investment <http://tobijohnson.typepad.com/tobisblog/2012/01/roi-for-volunteer-programs.html>
  - ROI Calculator <http://verifiedvolunteers.com/resources/return-on-volunteer-investment-calculator>
- VolunteerMatch (volunteer recruitment site) [www.volunteermatch.org](http://www.volunteermatch.org)