###### Volunteer debriefing sheet

This template is:

* used by the Volunteer Coordinator and their team **during readiness**
* intended to be amended to reflect actual processes used
* intended to have yellow highlights deleted.

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| Recognition |
| * A thank you for all volunteers
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| * Overview of volunteer response as a whole, and work accomplished or contributed to
 |
| Sharing feedback |
| **Jobs well done** |
| * Things that went well from CDEM’s perspective
 |
| * Ask volunteers for their ideas about what went well for them
 |
| **Areas for improvement** |
| * Ideas for improving activities from CDEM’s perspective
 |
| * Ask volunteers what didn’t work well for them
 |
| * Propose some solutions
 |
| * Ask volunteers to propose some solutions
 |
| Next steps |
| **Ongoing support** |
| * Tell volunteers where/how they can get support if needed (such as psychosocial support)
 |
| * Tell volunteers about upcoming events they could be involved in
 |
| * General invites to open days or award ceremonies
 |
| **Signing up** |
| * Encourage spontaneous volunteers to consider registering
 |
| * Let CDEM-trained volunteers know about more training opportunities
 |
| * Collect names and contact details
 |
| Goodbye |
| * Final thank you
 |
| * Reinforce how volunteers can keep in touch with organisation
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