

## **Appendix D: Best Practices**

Agencies may wish to incorporate items below in order to promote volunteerism via the CFC:

- Develop agency guidance on volunteerism to establish priority areas, processes, and work scheduling/ leave policies for participating in volunteer activities during the work day (e.g., alternative work schedules, annual leave, compensatory time off, credit hours, leave without pay, and administrative leave (available under very limited circumstances)).
- Communicate via available means such as the agency's intranet, staff meetings, and email to educate the workforce on pledging volunteer time via the CFC, events, and stories of engagement.
- Establish a volunteer recognition program.
- Create a system for tracking fulfillment of volunteer hours and submitting results.
- Host charity events with CFC-participating organizations that are facilitating volunteerism.