

MOSQUE EXCELLENCE AWARDS 2005

APPENDIX E1

VOLUNTEER MANAGEMENT CATEGORY

Criteria

A. Database (10%)

- i) Mosque maintains records of its volunteers.
- ii) The database is updated and easy to use.

B. Recruitment & Training (30%)

- i) Has outreach programs to recruit volunteers. Brochures/forms disseminated in recruitment drives for volunteers.
- ii) Has on-line application features in mosque's website.
- iii) Terms of reference as mosque's volunteer is clearly stated.
- iv) Has orientation program for new volunteers.
- v) Organise programmes to develop skills of volunteers.
- vi) Has mechanism to identify and induct volunteers into MMB.

C. Programmes (10%)

- i) At least 2 activities organised for the volunteers
- ii) Mosque cultivate and strengthen the spirit of *gotong-royong*.

D. Volunteer Structure (25%)

- i) Mosque has a volunteer coordinator/ dedicated staff to manage its volunteers.
- ii) Mosque makes it an agenda on their volunteer management.
- iii) Presence of sub-committees that comprises
 - a. Senior citizens (age above 54)
 - b. Adults (age between 21 – 54)
 - c. Youths (below 21)

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d. Women

- iv) Has a volunteer reporting structure at the mosque.

E. Policy/Guidelines for Volunteers (10%)

- i) Has budget allocation for the programmes for and organised by the volunteers.
- ii) Has volunteers' code of conduct made known.

F. Recognition & Rewards/Awards (15%)

- i) Mosque creates a sense of belonging/affiliation to the mosque for the volunteers.
- ii) Mosque has incentive schemes/ motivation for the volunteers to continue serving at the mosque.
- iii) Mosque has a scheme to recognize the service of its volunteers.