

VOLUNTARY RESIGNATION BY VOLUNTEER

Volunteer Name: _____ **Title:** _____

Supervisor Name: _____ **Site:** _____

Resignation Date: _____

1. What is your primary reason for leaving Reading and Beyond? _____

2. What circumstances would have prevented your departure? _____

3. What did you like best about your volunteer job or the organization? _____

4. What did you like least about your volunteer job or the organization? _____

5. Was there anything especially challenging that you had to contend with? _____

6. How did you feel about the supervision you received or your supervisor's feedback? _____

7. Did you receive enough training or support to do the job effectively? _____

8. Do you have any recommendations for Reading and Beyond for the future? Questions/comments? _____

9. Would you work/volunteer for Reading and Beyond in the future? Yes No
10. Would you recommend Reading and Beyond to prospective volunteers? Yes Maybe No

Please return the completed form on your last day of work to the Human Resource Department. Before you are awarded with a **Completed Volunteer Hours Certificate**, you must submit this completed form signed and dated. Thank you for your attention in this matter.

Volunteer Signature _____ Date: _____

Human Resource/Volunteer Coordinator Signature _____ Date: _____