

Example Department Goals

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| Volunteer Department Annual Goals | | | | |
| Goal | Steps | Responsibility | Due Date | Status |
| Increase volunteer participation by 10% - (100-110) by December 31, 20XX. | Research what percentage of core members are actively volunteering. | Kathy Thompson | May 12 | Completed |
| Develop volunteer recruitment campaign. | Dan Smith | June 1 | Completed |
| Organize volunteer fair. | Stacy Jones | July 1 | Pending |
| Process new volunteers. | Stacy Jones | September 1 | Pending |
| Assign new volunteers. | Stacy Jones | October 1 | Pending |
| Schedule new volunteers. | Stacy Jones | November 15 | Pending |
| Compare total volunteer numbers to original total. | Kathy Thompson | December 15 | Pending |