



Top Ten Ways to Recognize CVA Certificants

When your staff earn the CVA, they have completed a year-long, rigorous process that includes successfully passing a two hour exam testing their knowledge, application and analysis of skills related to professional volunteer management, and preparation of a performance-based portfolio. Below are some ideas on how to recognize this achievement:

1. Send an e-mail to your Board of Directors, entire staff and other appropriate stakeholders to notify them.
2. Insert the notification letter sent to you from the Council for Certification in Volunteer Administration (CCVA) in the permanent file of your employee.
3. Have a pinning ceremony! CCVA sends a lapel pin to each new certificant, so make this a cause for celebration.
 - Bring in some goodies for staff and volunteers
 - Read aloud the letter you receive from CCVA
 - Pin the CVA lapel pin on your staff
 - Present staff with new business cards that include the CVA credential
4. Recommend a merit raise to acknowledge the accomplishment.
5. Treat your CVA employee to a special lunch or send flowers to honor him/her.
6. Make a verbal announcement of congratulations during your next Board or management team meeting.
7. Offer to frame the CVA certificate for your staff's office.
8. Include a congratulatory announcement in your organization's newsletter, on LinkedIn, and other social network sites. Send the announcement to your local newspaper.
9. Feature this success on your website for a period of time.
10. Support other staff to become CVA candidates. Direct them to:
www.cvacert.org.