

Foreword



Foreword & Acknowledgements

The Volunteer Services Program Desk Guide is a tool that can be used by staff of all Department of Defense (DOD) family support programs. The Desk Guide is designed as an orientation, training and reference tool to be used in conjunction with DOD and service specific instructions, agency specific procedures, and on-going training and supervision in the overall management of a volunteer program.

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VOLUNTEER SERVICES DESK GUIDE

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Terminology

Each service branch has its own unique language. For ease of reading this desk guide the following terms are used to mean:

Term	Definition
Installation	refers to post, base, garrison, armory, etc.
Coordinator & Manager	are used interchangeably for the person who is responsible for volunteers at your agency or organization
Family support program	refers to Fleet and Family Support Centers, Army Community Services, Marine Corps Community Services, and Family Support Centers. It could also refer to other military support programs such child and youth support, medical, dental, legal, etc.

