



Guidance for the Completion of the Volunteer Record Books

The record books are designed for use by the young people when an organisation has registered with Volunteer Now as an MV delivery partner. The book belongs to the young person and they can fill it in as much or as little as they wish. It is aimed to be a tool which they can use to add application forms, CV's, interview preparation, UCAS forms or even simply to remind them what they have achieved through their volunteering.

The Record Book

The book allows young people to highlight the entire range of opportunities which they may undertake throughout their volunteering within the parameters of the programme.

Front Cover: Provides space for the young person to write their own name

Page 1: Background (we say 24 years rather than 25 as once they reach their 25th birthday they can no longer count their hours)

Page 2-3: This is an opportunity for the young person to note the organisations that they are volunteering with; their contact details and their role. They sign this box and hopefully they will have received information on relevant policies and procedures relevant to their roles.

Page 4: Highlights the endorsements we have as well as an explanation of the MV family

Page 5-6: This provides space for the young people to state what they want to achieve through their volunteering and how are they going to achieve it. They also sign this page as a little contract with themselves.

Page 7-12: Provides space for the young person to note down the main areas of discussion that they have with their support person within their organisation. This may happen quite regularly or sometimes every couple of months depending on the role and the organisations procedures. It is signed by the organisation and a record is made at the bottom of the hours signed off. We have included a few of these pages so that if a young person is undertaking a number of roles they can record all within the same section.

Page 13-16: This section records the opportunities and roles that the young person undertakes throughout their volunteering. We appreciate that some young people undertake a number of roles within the same organisation to enable them to try new things and gain new experiences but also taking note of the different organisations young

people may volunteer within. They can also record within this section any challenges they have faced; the hours completed and their dates.

Page 17-20: Many young people really value the additional training and skills gained through their volunteering and this section enables them to note these along with recognition from the organisation that they were undertaken.

Page 21-24: This penultimate section has come from the schools record book but other young people have recognised its benefit particularly for application forms and UCAS forms. This section is usually completed when their volunteering or MV has come to an end and the young person reflects on their plan of action, what they have undertaken throughout their volunteering and the impact that they believe that it has had on them

Page 25-29: Lots of young people and organisations have asked for a time recording section and here it is!! These pages enable the young person to record their volunteering, the dates and hours given as well as the programmes it is under. The different boxes allow the young person and the organisations to see where the young person is volunteering and the hours accumulated.

Page 30: Portrays the certificates which they are entitled to receive and they can note down the dates awarded.

Please note:

- The books should not be used as publicity material but given to the organisations when they have registered for the young people volunteering with them. The book belongs to the young person so they can fill in as much of it as they like, we do not moderate it nor collect it once they have finished their volunteering or reached 25.