



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 aim of the book is to encourage the young people to have a journal of their volunteering journey therefore they are encouraged to record all of their volunteering, whether it is within community/voluntary/youth groups, within schools or sporting bodies.

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. Endorsements are also included to let your young people see that the programme is valued. More endorsements are included on our website.

Page 4: 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 contract with themselves. This section often proves interesting when the young person goes back and reads it when they are completing the book.

Page 5-6: 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 organisation's 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. This section is really important if a young person is volunteering with a range of organisations as it gives our Partner the assurance that they are being supported and have completed the hours claimed.

Page 7-8: 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 9-10: 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 11-12: This penultimate section has come from the schools record book but other young people have recognised its benefit particularly for application forms, interviews 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 13-14: 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.

Please note:

- If the young person feels that they need more space to record any element of their volunteering journey they can download the appropriate section from our website
- The books should not be used as publicity material
- The books belong to the young person so they can fill in as much of it as they wish. Some organisations keep them within an office for the young person to complete when they come in but they are the young person's responsibility
- We do not moderate it nor collect it once they have finished their volunteering or reached 25.
- The young person should keep their record book even when they have completed their Hours. Some young people continue to use it to record their volunteering for many years to come.

Support:

The Millennium Volunteers programme is free of charge and all partners have the support of the youth team within Volunteer Now. For more information on the programme contact us at youth@volunteernow.co.uk

