

Guidance for Volunteer Now Impact Awards

For groups wanting to recognize their young volunteers through the Volunteer Now Impact Awards programme

1. Organisation creates a group page (co-ordinator or person responsible for admin creates a personal profile and then group page)
2. Organisation creates an opportunity/ies that the young people undertake – this can be a closed group opportunity, i.e. not made public
3. Once the opportunity is created they can send the link to their young volunteers so that they can register for it
4. Once the young people (members) have been accepted as volunteers with shifts or a flexible schedule then their hours automatically count within the system. The young person needs to tick the box that allows them to share their hours. These hours can be verified by the organisation
5. The organisation can also award hours that have been completed in the past so that those hours undertaken by MV are not discounted. You can only do this for hours that you can verify, e.g. that have been done with your organisation.

Below is some additional guidance to support you as an organisation.

Organisation's first steps

Inviting over 16s to join a group

[How do I invite a volunteer to an opportunity?](#)

This article shows group managers how to add members of their group to an opportunity by sending invitations to apply.

i How do I invite young volunteers (under 16) to my group? (For group managers)

i Can young people (under 16s) volunteer through Be Collective? (for parents)

i How do I start a family group? (for parents)

Inviting under 16s to join a group

Adding extra hours

You can add additional hours for a volunteer, e.g. if they have been a Millennium Volunteer in the past.

i How do I record volunteer hours in the past?

1. Register and create a social profile
2. Search for the organisation and request to become a member or can use the link that they are sent by the organisation
3. Once a member they apply for the opportunity.
4. Once they have been accepted for the role then the young person joins the Volunteer Now Impact Awards group – search for name and ask to become a member. Remember to consent to share your hours across the Be Collective platform so that the Impact Awards group can 'see' your hours.

Young volunteers

Certificates

Every month Volunteer Now will run a report within the Impact Awards group for those who have achieved their 50, 100 and 200 hour landmarks.

These certificates will be generated and will be present in the young person's personal profile for downloading, saving and printing.

A young person will be able to view their volunteering hours at any time via their Be Collective dashboard, or by downloading their social cv.

If you need any further assistance, please contact Volunteer Now:

- info@volunteernow.co.uk
- 028 9023 2020
- Or complete the contact form [on our website](#)

Further assistance