
Guidance Notes for Volunteer Plan

Page 1 - Your contact details

Page 2 – (see info below)

What I plan to do and the commitment I will give:

In this section make a note of **where you are volunteering, what your role with the group will be** and **how much time you can give**. For example:

I'm a young leader with Moneymore Guides and help out each week for 2hrs every Saturday evening
I'm a school mentor at my school every Monday morning for 30 minutes.
I help with Children's church once a month for 1hour.

How will I benefit my community:

You will be sharing your skills and knowledge – what are these?
How will these help the client group or community that the volunteer opportunity supports?

For example:

Improve fitness skills of local young people
Improve the local surroundings to make it a more pleasant place to live for resident,
Reduce anti-social behaviour
Improve relationships with ethnic minorities
Reduce crime
Reduce isolation of a client group, for example, single mothers, older people, carers
Increase employability through the promotion of education

What I hope to achieve:

There is a great deal you can gain from volunteering. Be specific when you are writing down what you hope to achieve. What particular skills do you want to develop

Below are a few ideas:

Develop particular skills *Gain experience for a career*
Make a difference *Meet new people*
Better communication skills *Gain qualifications*
Leadership skills *Better understanding of a client group (Children, old people)*
Training opportunities

Record of Hours example:

Name of Organisation	Details	Supervisor's Signature
Moneymore Guides	Leader- 20 wks *2hrs = 40	Leader signs
Magherafelt High School	Coach Junior athletics team 5wks *2hrs weekly = 10hrs	P.E. Teacher signs

Remember when recording your volunteer hours, include all training for your volunteer role and also planning and preparing for activities can all be counted.

Page 3 – Record of Hours - 50hrs

Use this section to record your hours to achieve your 50hrs Certificate

Page 4 – Record of Hours – 100hrs

Use this section to record a further 50 hrs to achieve your 100 hrs Certificate and Silver MV Pin

Page 5 – Record of Hours – 200hrs

Use this section to record a further 100 hrs to achieve your **'Award of Excellence'** Certificate and Gold MV Pin and receive this at a special ceremony in Belfast with other MV's throughout Northern Ireland

Important Note – Return to Barbara Kennedy Millennium Volunteer Co-ordinator when you have achieved your 50, 100 and 200hrs so I can process your certificate

Training and New Skills achieved example:

- First Aid – Through Guides – 1st Response Certificate – month and year
- Leadership Qualification – UK Girl Guiding Association - month and year
- Level One UK Athletics Assistant Coach Award – month and year

From volunteering I have developed my communication skills at all levels.

I have become:

- motivated and able to work unsupervised,
- organised, reliable and trustworthy
- adaptable and a good team player
- confident and capable team leader

Useful Contacts:

If you have any problems or concerns please feel free to contact Millennium Volunteer Co-ordinator

The contact section is where you need to record **each** placement and the contact person's details (i.e leader, manager etc).

We use this information to randomly check the details provided on Record of Hours Sheets.

