

## Completion Notes for Distance Travelled Form VC4

### Completion of the form:

This form should be completed by the volunteer.

### Purpose of the form:

The form is used to help a young person focus on the purpose of volunteering and their reasons for volunteering and whether they have achieved their original objectives and purpose for volunteering.

### Organisation Guidelines:

Please present the form to the volunteer at the initial Registration stage. Please keep the form for the volunteer and present to the volunteer either at award stage 50, 100, 200 or when they leave volunteering.

**Please ensure that the completed form is returned to Volunteer Centre Borders.**

<b>Name</b> <b>Placement</b> <b>Contact Name</b> <b>Award achieved</b> <b>Start/end dates</b>	<p>These details are to be completed by the volunteer.</p>
<b>Section1, 2 &amp; 3</b> <u><b>Before volunteering</b></u> <i>(columns 1-4)</i>	<p>Should be completed by volunteer during You-Vol or MV registration.</p> <p>The volunteer should indicate on the table how important each one is to them.          1 – very important; 2- fairly important; 3- not very important; 4 – not at all important</p>
<b>Sections 1, 2 &amp; 3</b> <u><b>After volunteering</b></u> <i>(columns a-c)</i>	<p>Should be completed by volunteer on completion of certificate or end of volunteering.</p> <p>The volunteer should indicate whether the specified “Reason for volunteering” objectives have been achieved.          a - fully achieved; b - partly achieved; c - not achieved</p>
<b>Signature</b>	<p>The form must be signed by the volunteer and the Line Manager either at award stage 50, 100, 200 or when they leave volunteering. The completed form should be returned to Volunteer Centre Borders.</p>

