

**Completion of the form:** The form should be completed by the volunteer's line manager at the placement Organisation. It should be forwarded to Volunteer Centre Borders who process all certificate requests.

**Purpose of the form:** The form is used by the **placement organisation** to request certificates when their volunteers achieve the required number of hours.

### Organisation Guidelines

To request an MV Award or YOU-VOL award certificate this form **must be completed**. *Volunteer Centre Borders issue all young volunteer awards at an Annual Awards Ceremony however a copy of the certificate(s) and the relevant details of the current year Awards Ceremony will be issued on receipt of the Certificate Request Form.*

### Section 1 – Contact Details

Contact Details	Please check that all information has been completed. If there is more than one organisation this should be the address the certificate is to be returned to.
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### Section 2 – Certificate Information

Certificate Information	At least one box should be ticked. In some instances, e.g. where retrospective hours are being recognised, more than one certificate may be requested. Chose MV award or YOU-VOL award option.
Volunteers Name	Double-check the spelling as this will be used to produce the certificate.
Organisations/ Role	All organisations and the volunteer role listed will be included on the Certificate.
Date Started volunteering	This is the date the volunteer first started volunteering which may not be the same as the date they started with the contact organisation. Where retrospective hours are being taken into consideration the start date will be the date agreed with the placement organisation when registering the volunteer.
Date hours completed	This date is the actual date the volunteer achieved 50, 100 or 200 hours and will be included on the certificate. Please list each date separately if requesting more than one certificate.

### Section 3 - Validation

Validation	The form must be signed & dated. This is the confirmation from the line manager that the volunteer qualifies for a certificate.
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