

**Completion of the form:** The form can be completed by the volunteer, although there are certain sections that require to be filled in by the VC or the organisation. Please adopt the work practice that suits.

**It must be signed by the volunteer.**

**Purpose of the form:** The form is used to register a young person for the You-Vol Award scheme.

### Organisation Guidelines

To register a volunteer for the You-Vol Award this form **must be completed**. The form should then be passed to Volunteer Centre Borders once the volunteer has agreed to share their details. Please retain a copy of this form.

<b>Name</b>	Please insert first and last name of volunteer.
<b>Address Postcode Tel. Email</b>	Please insert postal address, telephone number and email address of volunteer. These details will be used to contact the volunteer in regards to checking hours and posting certificates.
<b>Gender</b>	Please tick the appropriate box. This is used for monitoring purposes only.
<b>Date of Birth</b>	Please insert volunteer's date of birth.
<b>Disability</b>	This is filled in yes if the volunteer considers themselves to have a disability.
<b>Details of Disability</b>	Please complete if answered yes to previous question.
<b>Ethnic Group School name/ Employment Status</b>	Please tick the appropriate box. This is used for monitoring purposes only.
<b>Organisation Details</b>	Please insert all organisation details. All details are essential. If volunteering with more than one organisation please complete <i>Additional Organisation's Form</i> .
<b>Volunteered before</b>	This is yes if volunteer has volunteered at any point previously.

<b>Retrospective Hours</b>	<p>Retrospective hours can be included for <b>2 years</b> prior to registration, providing the volunteer was between 11 and 16 at the time of volunteering. Please insert number of retrospective hours.</p> <p><i>Hours can only be recognised if there is a written record of the hours that is signed by the contact person at the organisation and included with the Registration Form.</i></p> <p>If a volunteer is new to the placement, and therefore not claiming retrospectively, the volunteer should complete the <i>Personal Plan</i>.</p>
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<b>Volunteer Centre can phone</b>	Please tick the appropriate box.
<b>Emails and News</b>	Please tick the appropriate box.
<b>Permission</b>	Volunteer must tick the yes box for registration to be completed.

<b>Signature</b>	This form must be signed and dated by the volunteer
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