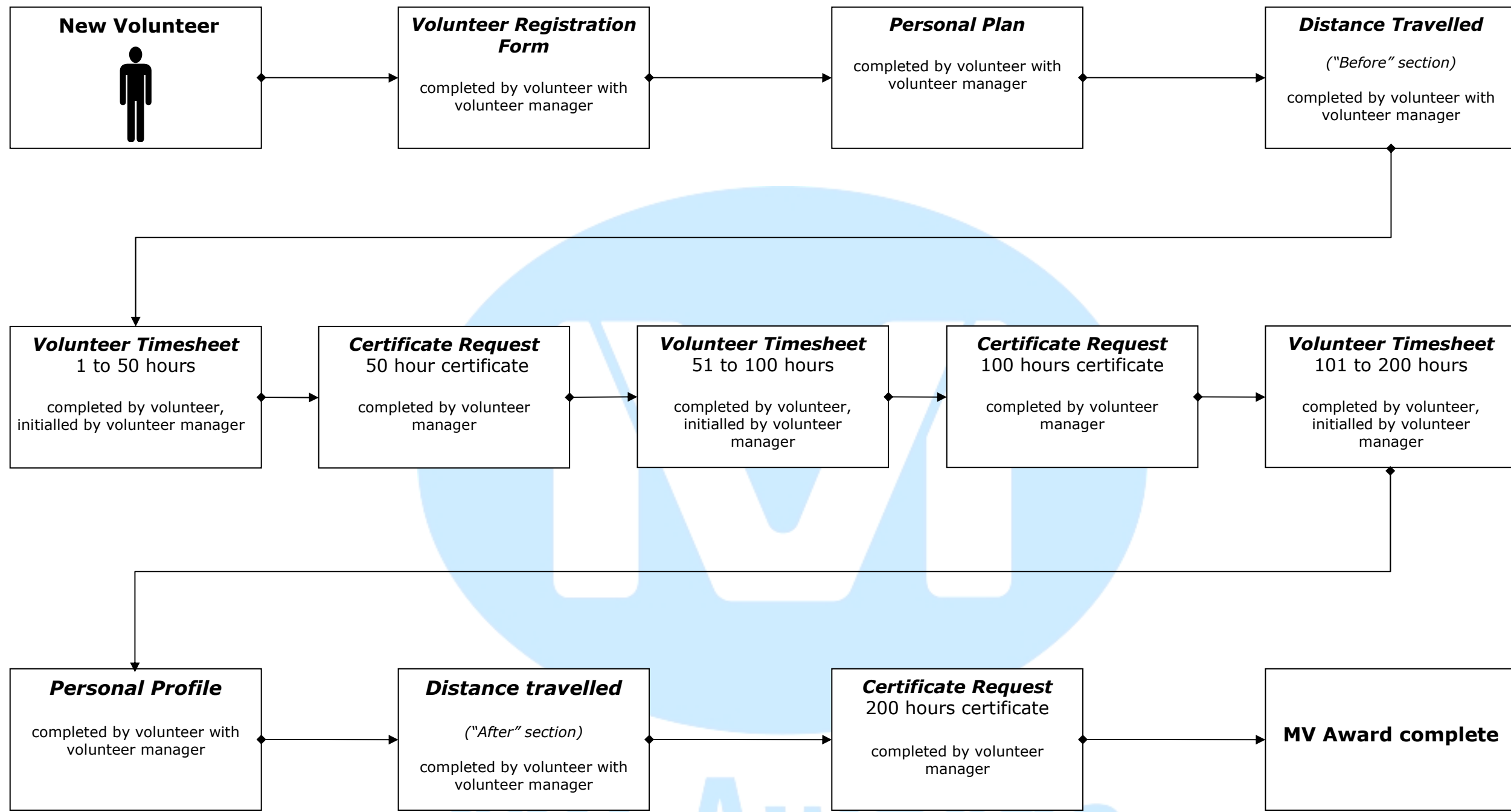


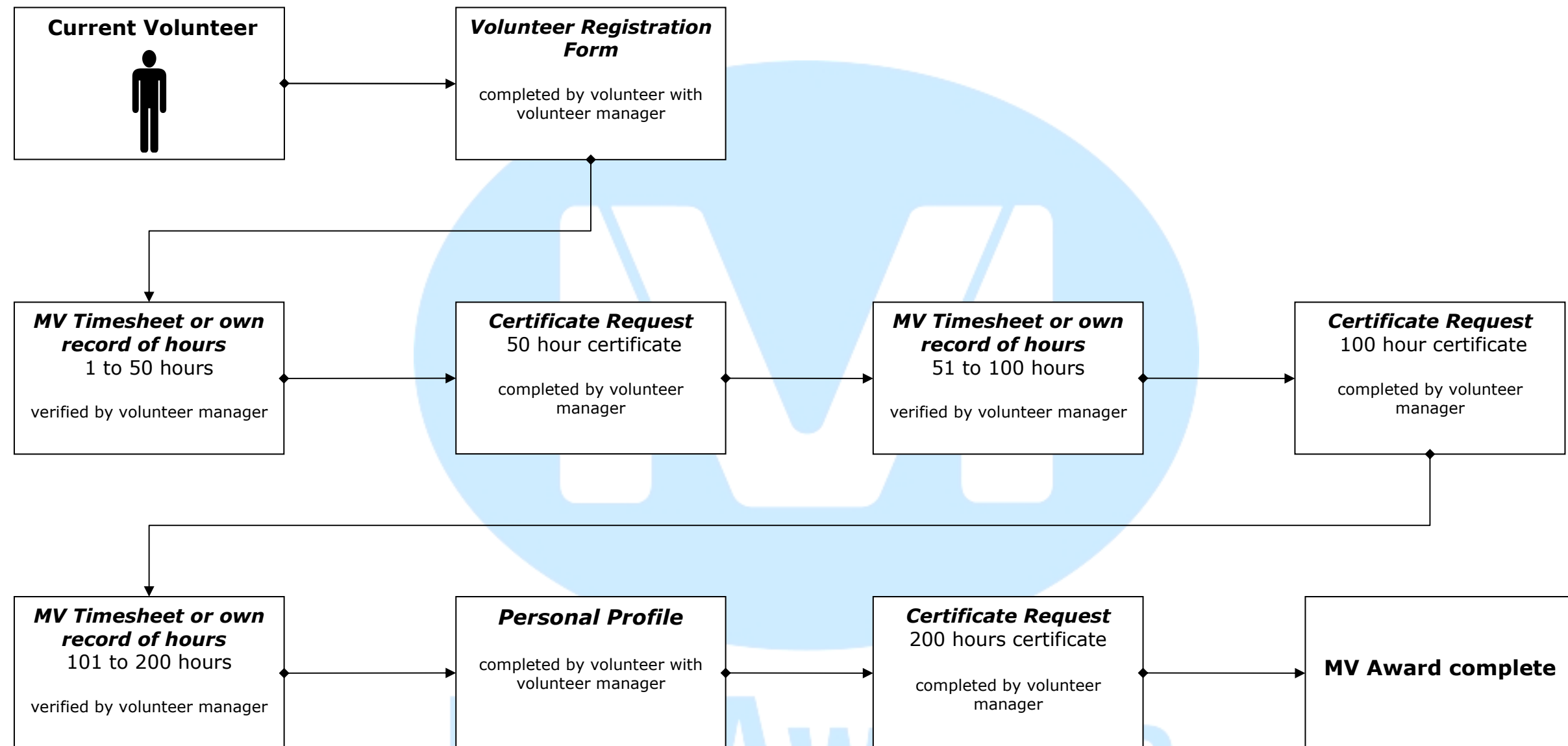
MV Award process for New Volunteers



Notes:

- Please ensure that the *Volunteer Registration Form*, *Personal Plan*, and *Distance Travelled* forms are returned to the Volunteer Centre as soon as they are completed for each volunteer.
- The *Certificate Request* forms should be completed and returned to the Volunteer Centre when the volunteer achieves the respective number of hours so they can receive their Award certificates as they progress through their volunteering.

MV Award process for Current Volunteers (i.e. those who have already accrued hours, also known as retrospective recognition)



Notes:

- Retrospective hours can be recognised from April 2002 as long as the volunteer was aged 16-25 and an accurate and verified account of the hours has been recorded. All hours must have been carried out within 2 years.
- *Personal Plan and Distance Travelled* forms do not have to be completed for retrospective hours.
- All certificates can be requested at the same time, but please state what dates 50, 100 and 200 hours were achieved as these dates are stated on the certificates.
- Please ensure that the *Volunteer Registration Forms* are returned to the Volunteer Centre as soon as they are completed.