

**Purpose of the form:** The form is designed to collect information on individual successes achieved through volunteering.

### Section 1 - To be completed by the Volunteer

<b>Location</b>	For monitoring purposes a postcode or must be inserted
<b>Where do you volunteer?</b>	Where multiple volunteering occurs the volunteer may opt to write about one or all of the organisations.
<b>Typical day's volunteering &amp; Memorable moment</b>	Confidentiality of others must be respected. Staff, volunteers & service users must not be named.
<b>Permission</b>	This must be signed by the volunteer. If it is not signed, the case study must not be used.

### Section 2 - To be completed by the Placement Organisation

<b>Contact Details</b>	These must be completed as the volunteer will be contacted through the placement organisation.
<b>Volunteer Role</b>	For example do you work as part of a team or in a 1:1 situation. Give information on the type of voluntary work they undertake as well as commenting on client groups and/or service users.
<b>Unique Contribution</b>	Highlights individual qualities or skills that make the volunteer a valuable and effective contributor to the organisation.
<b>Special achievements</b>	Can be as an individual or part of a group.
<b>Personal development</b>	At least one area of personal growth should be noted.