

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 on the MV Award scheme.

Organisation Guidelines

To register a volunteer for the MV Award this form **must be completed**. The form should then be passed to Volunteer Centre Edinburgh once the volunteer has agreed to pass their details. Please retain a copy of this form.

Name	Please insert first and last name of volunteer.
Address Tel. Email	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.
Gender	Please tick the appropriate box. This is used for monitoring purposes only.
Date of Birth	Please insert volunteer's date of birth.
Disability	This is filled in yes if the volunteer considers themselves to have a disability.
Details of Disability	Please complete if answered yes to previous question.
Ethnic Group Employment Status	Please tick the appropriate box. This is used for monitoring purposes only.
Organisation Details	Please insert all organisation details. All details are essential. If volunteering with more than one organisation please complete <i>Additional Organisation's Form</i> .

MV Award

Volunteered before	This is yes if volunteer has volunteered at any point previously.
Retrospective Hours	<p>Retrospective hours can be included back to April 2002, providing the volunteer was between 16 and 25 at the time of volunteering. Hours can only be recognised if there is a written record of the hours that is signed by the contact person at the organisation. Please insert number of hours.</p> <p>If volunteer is new to placement, and therefore not claiming retrospectively, the volunteer should complete the <i>Personal Plan</i>.</p>
Volunteer Centre to phone	Please tick the appropriate box.
Emails and News	Please tick the appropriate box.
Permission	Volunteer must tick the yes box for registration to be completed.
Signature	This form must be signed and dated by the volunteer