

General Guidelines: This form is used to keep track of the number of hours volunteered by an individual, to enable the placement organisation to verify hours for certificates. However, the placement organisation can use a timekeeping system already in place.

Start Date	This should correspond to the start date on the MV Registration Form
Hours	<p>The MV Award recognises all time committed to a volunteering opportunity. The following commitments contribute towards MVA hours:</p> <ul style="list-style-type: none"> ✓ Time spent on actual volunteering activity ✓ Time spent on training courses undertaken as part of volunteer role ✓ Time spent in support & supervision sessions at placement ✓ Review meetings at placement organisation or Volunteer Centre ✓ Volunteer team meetings ✓ Travel to and from any of the above where it exceeds 30 minutes ✓ All events attended representing the placement organisation
Supervisor's Initials	The Volunteer Manager/Supervisor should verify the number of hours volunteered.