



Volunteer Reward and Recognition

What is it?

We have developed a programme to reward volunteers for the invaluable time given to MEV and event organisers. From October 1st 2006, you will be asked to record the number of hours you spend helping out at events and other long-term opportunities. Once you have reached certain milestones, you will be presented with specific pin badges and certificates. To verify that you have taken part in an event or opportunity, you must have the form signed by the event organiser.

Why are we doing it?

We would like to formally recognise you for the time and effort you give to our service. Even though we do ask event organisers to reward and recognise volunteers in the form of certificates, thank you letters and occasionally merchandise and parties (where available and when budgets allow), we would like to think that further rewards from MEV are an additional bonus and will hopefully encourage more and / or new volunteering activity.

How will it work?

Each time you attend an event or other long-term opportunity we will ask you to record the exact number of hours given. Each time we send a newsletter we will also include an Event Record Form to complete. You can complete this on a monthly basis or as and when you take part in an activity. It's entirely up to you. Just send the form back to us at the freepost address when you are ready.

However, as we mentioned, the hours you work will need to be verified by the event organiser who will check the details on the form and sign it.

When volunteers have volunteered a number of hours they will be presented with appropriate pin badges and a certificate of achievement. The hours that we are currently using as milestones are listed below:

50 hours of volunteering	- Bronze Award
100 hours of volunteering	- Silver Award
200 hours of volunteering	- Gold Award
300 hours of volunteering	- Platinum Award
500 hours of volunteering	- Special Achievement Award

If, as part of your activity, you are offering briefings or accredited training we would ask you to include these on the Event Record so we can document this activity, ensuring that you have an accurate, up to date record of your achievements.

Please note that:

In the name of equality and to give all volunteers an equal starting point, we will start recording time for events which happen from **1 October 2006 onwards**.

We can only accredit events which have been generated through MEV. If you are asked to undertake other volunteering opportunities which have not been advertised via MEV, we will not be able to verify these activities. However, in cases like this you may ask the event organiser to contact the central team and register their event. This will help you to work towards much greater rewards.

You can download a copy of the Volunteers Event Record from
www.mev.org.uk/community/documents

MANCHESTER EVENT VOLUNTEERS EVENT RECORD

Please list only those events and long term opportunities that you have signed up for via the MEV newsletter/e-mail. Only events on or after 01 October 2006 are to be included.

Event	Great Manchester Run	Date(s)	23 June 06	
Shifts worked <i>(please list all days and times)</i>	23 June 9am - 5pm 24 June 9am - 5pm	Total Hours	16 hours	
Training undertaken	Health and Safety	Accredited	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Awarding body e.g. City & Guilds	City & Guilds	Date(s)	23 May 06	
Signed <i>(event organiser)</i>	<i>J. Bloggs</i>	Date(s)	25 May 06	
Print Name <i>(event organiser)</i>	JOE BLOGGS			
Event		Date(s)		
Shifts worked <i>(please list all days and times)</i>		Total Hours		
Training undertaken		Accredited	<input type="radio"/> Yes	<input type="radio"/> No
Awarding body e.g. City & Guilds		Date(s)		
Signed <i>(event organiser)</i>		Date(s)		
Print Name <i>(event organiser)</i>				
Event		Date(s)		
Shifts worked <i>(please list all days and times)</i>		Total Hours		
Training undertaken		Accredited	<input type="radio"/> Yes	<input type="radio"/> No
Awarding body e.g. City & Guilds		Date(s)		
Signed <i>(event organiser)</i>		Date(s)		
Print Name <i>(event organiser)</i>				
Event		Date(s)		
Shifts worked <i>(please list all days and times)</i>		Total Hours		
Training undertaken		Accredited	<input type="radio"/> Yes	<input type="radio"/> No
Awarding body e.g. City & Guilds		Date(s)		
Signed <i>(event organiser)</i>		Date(s)		
Print Name <i>(event organiser)</i>				
Event		Date(s)		
Shifts worked <i>(please list all days and times)</i>		Total Hours		
Training undertaken		Accredited	<input type="radio"/> Yes	<input type="radio"/> No
Awarding body e.g. City & Guilds		Date(s)		
Signed <i>(event organiser)</i>		Date(s)		
Print Name <i>(event organiser)</i>				

Name _____ Volunteer Number _____ Postcode _____