



In partnership with



**Recognising Volunteer
Commitment and
Achievement**

Nominate Your Volunteers





Recognising your volunteers

Volunteer Centre Kensington & Chelsea champions the development of rewarding volunteering opportunities and the effective recruitment, training and development of volunteers.

Once inducted and trained, effective motivation and recognition are vital tools for retaining your volunteer team.

The Volunteer Centre already recognizes the amazing contribution made by volunteers through events including National Volunteers Week, and the awarding of Make a Difference Awards to nominated volunteers. This year we have launched our partnership with Value You.

Volunteer Centre Kensington & Chelsea has added ValueYou to its programme of volunteer recognition. Our Certificates of achievement will be presented regularly throughout the year to volunteers who have committed 100 hours or more to their local community. Volunteers receiving the certificate will also receive a Value You discount card which enables volunteers to receive a discount of 10% or more with a range of participating businesses including cafés, restaurants, dry cleaners, florists, butchers, gift shops, hair salons, beauty parlours, fishmongers, deli's, key cutters and shoe repairs, bakeries and more. Full details of how the scheme works and the list of retailers involved are sent with the joining pack.

Nominating your volunteers

To nominate a volunteer your charity must be based in Kensington & Chelsea. Businesses take part on the understanding that we are able to assure them that the scheme is used appropriately and therefore volunteers must be placed with a charity registered with the Volunteer Centre. If your organization is not already registered with us our Volunteer Services Team will take you through that process when you nominate your first volunteers.

The application process

To join the scheme the volunteer must complete the first part of the Value You application form.

On the second section of the form, the volunteer coordinator should confirm that the activity described is accurate and in addition provide an organizational email address to confirm their position within the organization. Both the application form and volunteering hour's record should then be emailed to the Volunteer Centre. Emailing is our preferred method as it is easier for us to process the forms and it speeds the process for the volunteers. However hand written application forms are also accepted. Once the application has been processed, the Value You card and introductory pack is sent to the volunteer.

Completion of the form automatically nominates the volunteer for the Centre's 100 hour Certificate of Volunteering Achievement. The volunteer and their supervisor will be notified of the next presentation event. If requested, the certificate can be posted to the volunteer directly or to their Line Manager for presentation within your organization.

For more information or answers to your questions contact andrew.croxford@voluntarywork.org.uk



Volunteering Hours Completed

Record your volunteering here and ask your supervisor or line manager to confirm your hours.
When you reach 100 hours ask your supervisor to submit your ValueYou Card application form.

Week / Dates	Hours	Volunteer Name	Supervisor / Line Manager Name
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
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Application for Certificate of Volunteering Achievement



I would like to apply for a Certificate of Volunteering Achievement for completing 100 hours of volunteering. I volunteer in the Royal Borough of Kensington & Chelsea.



PLEASE COMPLETE USING BLOCK CAPITALS

Name: _____ DOB: _____
Address: _____
Postcode: _____
Email: _____ Phone: _____

I volunteer with:

Date started volunteering: _____ Total number of hours completed in last 12 months: _____

If you volunteer for more than one organisation to make up 100 hours use additional forms and send them in together.

Subject to the rules of the scheme, you can receive a gift voucher and/or discount card from ValueYou alongside your certificate if you volunteer for a registered charity.



TICK HERE If you have volunteered 100 hours or more in the past 12 months and would like to receive a discount card and gift voucher tick here and we will pass on your details on to ValueYou.

TICK HERE If you are happy NOT to receive a 100 hour certificate and just want the ValueYou card / voucher.

TO BE COMPLETED BY THE VOLUNTEER SUPERVISOR

I confirm that the above information provided by the volunteer about my organisation is correct.

Name of Volunteer Supervisor: _____

Signed: _____

(Where sent by volunteer supervisor by personal work email, a handwritten signature is not required-please type VIA EMAIL)

Date: _____

Phone: _____ Email: _____

Organisation Address: _____

Postcode: _____ Reg. Charity No. if applicable: _____



Please return this form to:
Andrew Croxford, Deputy CEO
Volunteer Centre Kensington & Chelsea
Canalside House, Ladbroke Grove, London W10 5AA
Certificates are printed monthly and posted to volunteers.



***Please note: To be eligible for this award volunteers must volunteer in the borough of Kensington & Chelsea**
For more information or help with this form, please phone Andrew on 020 8960 3722 or email him, as above.