

# MV Award - Volunteer Registration Form

P1



Surname Other Names Address  Contact telephone e-mail	Date	MV ID Number
	Post Code	

Date of birth	Volunteered before <input type="checkbox"/> Yes <input type="checkbox"/> No Including retrospective hours <input type="checkbox"/> Yes <input type="checkbox"/> No Hours to date achieved by volunteer _____ hours
Disability <input type="checkbox"/> Yes <input type="checkbox"/> No	Details of Disability
Employment Status	Ethnic Group
Organisation	
Volunteer Role	
Date Started	Contact Supervisor Telephone Number

**Declaration** – the personal information given on this form will be entered onto the Volunteer Centre’s computer database. This allows us to monitor the quality of our service. The information will be **treated in confidence**, and at all times will be used strictly in accordance with the principles of the **Data Protection Act 1998**. If at any time you wish to examine the information we hold about you, please telephone or write to the Senior Officer at our city centre office.

NB: We may contact you to monitor the progress of your application to any placement organisations, and from time to time the Volunteer Centre may produce bulletins or newsletters that include information on the latest volunteering opportunities and developments in Glasgow.

If you do **not** wish to receive any ongoing postal or email correspondence from us, please enter an **X** here:  
 by post  by email

**“I have read the statement above and I can confirm both that the information I have given on these forms is correct and that the Volunteer Centre may hold my details for the purposes of administering the MV Awards.”**

Signature

Date




## Notes for Completion of Volunteer Registration Form (P1)

**Completion of the form:** the volunteer can complete the form, although there are certain sections that require to be filled in by the VC or organisation. Please adopt the work practice that suits. **The volunteer must sign it.**

**Purpose of the form:** The form is used to register a young person on the MV Award.

### Organisation Guidelines

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

<b>Date:</b>	Please insert the date that the form is completed
<b>MV Identity number:</b>	Not applicable for VCs only
<b>Disability:</b>	This is filled in yes if the volunteer is registered disabled. Otherwise It is not required that the volunteer fills in this section, unless they chose to do so themselves.
<b>Details of Disability</b>	Please complete if answered yes to previous question
<b>Volunteered before:</b>	This is yes if they at any point previously have chosen to volunteer.
<b>Retrospective Hours:</b>	Retrospective hours can be included back to <b>April 2002</b> . You can only calculate the retrospective hours if there is a time sheet completed and signed by the contact person at your organization
<b>Number of Hours:</b>	Please insert number of hours
<b>Employment Status:</b>	Please insert code: Employed-E; Jobseekers Allowance -JA; Incapacity/DLA- ID; Student-S; Retired-R; Unwaged-U; Income Support-IS; Carer-C; Full Time Education- FTE; Other-O; Asylum Seeker-AS
<b>Ethnic Group:</b>	Please insert code: White-A; Bangladeshi-B; Black Caribbean-C; Black African-D; Black Other-E; Indian-IF Pakistani-G; Chinese-H; Bi/Multi-Racial- J; Irish-K; Other-L
<b>Organisation Details</b>	Please insert all organisation details all details are essential
<b>Volunteer Centre Only</b>	Not applicable
<b>Signature</b>	This form must be signed by the volunteer