



Certificate Request

P2



Please return completed forms (no stamp required) to the address below

Section 1 - Contact Details for the Organisation/Club/Group where you volunteered

Name of Organisation/Club/Group			
Address <i>(Certificate will be posted to you here unless you request otherwise.)</i>			
Post Code			
Tel No		e-mail	
Contact Name			

Section 2 - Certificate Information

Please select which certificate you are requesting:

50 hour 100 hour 200 hour

Volunteer's Name <i>as you want it to appear on certificate</i>	
Organisation(s) or Project(s) Name(s) <i>as you want them to appear on certificate</i>	
Date Started Volunteering	
Date completed hours	
Volunteer's Full Postcode	
Volunteer's date of birth (DD-MM-YY)	

Section 3 - Validation

I confirm that the above volunteer has completed the required number of hours to obtain their 50/100/200* hour certificate. (*delete as appropriate)

Organisation contact's signature _____ Date _____

Section 4 - Volunteer's statement

Please indicate whether you agree with the following statements:

"Volunteering has given me more confidence in myself and my abilities." Agree Disagree

"Volunteering has helped me develop new skills." Agree Disagree

"Volunteering has improved my opportunities in life" Agree Disagree

"Volunteering has given me valuable work and/or life experience" Agree Disagree

"Volunteering has helped to keep me out of trouble" Agree Disagree

"Volunteering has got me involved in the wider community" Agree Disagree

Tick this box if you are both interested in sharing your volunteering story.

Volunteer's signature _____ Date _____

Data protection – the personal information given on this form will be entered onto Volunteer Centre Glasgow'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 Data Protection legislation. 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: 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

Volunteer Centre Glasgow will only share your individual details with third parties if you have ticked the 'share your story' box above. MV Awards administration is funded by the Scottish Government and aggregated statistical information will be made available as a condition of grant.

Volunteer Centre Glasgow, FREEPOST NAT10345, Glasgow, G1 1BR. Tel: 0141 226 3431