



**Volunteering**  
Herts CIC



**VALUING VOLUNTEER  
MANAGEMENT  
IN  
HERTFORDSHIRE**

**NOMINATION FORM – to be completed by a volunteer**

This Award will be presented annually to a Hertfordshire volunteer-involving organisation, which demonstrates excellence in welcoming, training and supporting volunteers. The organisation must be working towards or have achieved the Volunteering Herts Six Point promise. The nature of the work of the organisations will not be taken into consideration – this initiative is all about how volunteers are looked after. **Organisations can only be nominated by their volunteers.**

**The winning organisation and the runners-up will receive certificates.  
A trophy will be presented to the winner which they will keep for the year.**

Nominated organisation:	
Your name:	I have been a volunteer with this group since (month/year)
Tel no:	email:
I wish to nominate this organisation for the award because:	
<i>(please continue on a separate sheet if necessary)</i>	

**Please return this form** by email to: [s.owen3@herts.ac.uk](mailto:s.owen3@herts.ac.uk)  
Or post to: Stephen Owen Volunteering and Projects Coordinator  
Hertfordshire Students' Union, University of Hertfordshire, College Lane, Hatfield, Herts AL10 9AB

**Closing date 25th May 2018**

## VALUING VOLUNTEER MANAGEMENT IN HERTFORDSHIRE

### AWARD CRITERIA

Volunteer Management in organisations is not always as good as it could be. Research has shown that volunteers can leave their roles after only a few weeks. This can be due to many reasons:



- not being made welcome
- not feeling needed
- not being sure what to do
- not feeling prepared to do the task
- no induction or training
- not having skills recognised
- a mismatch of tasks and skills
- having no space to work

If you are thinking about nominating your organisation for this Volunteer Management Award, you obviously had none of the above problems! Use the checklist below as a guide. If you tick at least 8 boxes you should definitely fill out the nomination form.

Offers of help from new volunteers are followed up promptly (by phone/ post/ email)	
A named person is responsible for looking after volunteers and is approachable/helpful	
The organisation has volunteer guidelines, or other paperwork to inform volunteers	
Potential volunteers are invited to visit the organisation for a chat	
Volunteers of all ages and backgrounds are welcomed (as long as they have the necessary skills)	
Volunteers skills, interests and time availability are matched with voluntary opportunities	
An application form is used and references are taken up	
There a Volunteering Policy which is known, understood and accepted by everyone	
Volunteers receive appropriate preparation/induction/training for their voluntary role	
Volunteers are offered out-of-pocket expenses	
Volunteers are covered by insurance and a health and safety policy	
There is a complaints procedure	
Where volunteering requires contact with vulnerable people, a DBS check is carried out	
Volunteers play a part in decision making e.g. through staff meetings, or committees	
Volunteers are asked periodically whether they are happy with their role	
When a volunteer is not suitable for the organisation, alternatives are offered, or the volunteer is referred back to the local Volunteer Centre	
Volunteers have social events, or other initiatives, which recognise their contribution	
The organisation celebrates Volunteers Week and thanks its volunteers	
The organisation is working towards (or has) the Volunteering Herts Six Point Promise	