



CENTRAL@RLK

POLICIES AND PROCEDURES

3.3 Volunteering Record

Central@RLK Volunteering Record

Charity details:

Registered charity number(s):	
Description of charity aims and activities:	

My details:

Name:	
Address:	
Telephone:	
Email:	

My role:

Date of first involvement:	
Reason for involvement:	
Description of role:	
My personal experience:	



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Record of achievements

Please use this section to record details for any key meetings, events and training you attend in your capacity as a volunteer during your time with the charity and keep together with any certificates gained for achievements or attendance.

Type of activity:	
Date and time:	

Description (include details of your involvement and how it has helped your personal development):



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Date and time:	

Description (include details of your involvement and how it has helped your personal development):



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This policy was adopted at a meeting of	Central@RLK
Held on	July 2015
Date to be reviewed	July 2016
Signed on behalf of the management committee	
Name of signatory	Rebecca Davies
Role of signatory (e.g. chair/owner)	Chairperson