



Volunteer Achievement Record

Volunteering –
It's a two way thing



Government
of South Australia



Introduction

South Australia has a wonderful tradition of volunteering and I'm very proud of the fact that we have the highest volunteer participation rate in the country.

I want to see individual volunteers benefit from their community spirit.

Volunteers gain skills and experience in all sorts of areas and often receive excellent training while undertaking their volunteer roles.

This Volunteer Achievement Record will recognise and credit volunteers for the skill-sets they develop – just as anyone in paid employment is able to do.

I commend this Achievement Record as a means to recognise and acknowledge these valuable skills so our fantastic volunteers can be given true credit for all that they give to South Australia.



Jennifer Rankine
MINISTER FOR VOLUNTEERS

The **Volunteer Achievement Record** is available for download at <http://www.ofv.sa.gov.au/>

This project is proudly supported by the Government of South Australia

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Work Record

This is to assist you to record the hours you have worked and the duties you have performed as a volunteer.



VOLUNTEER ORGANISATION: _____

CONTACT PERSON / SUPERVISOR: _____

Date Started

Date Ended

Duties Performed

Hours per week:

Total hours:



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Training Record

All Training Courses attended are to be included on this page plus the final results of each course. The skills and qualifications gained will be used as a guide to the capabilities of the volunteer.



TRAINING COURSE NAME:

PROVIDER'S NAME:

TIME FRAME OF THE COURSE:

RESULT

WAS IT ACCREDITED TRAINING? YES / NO

TO WHAT LEVEL?



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Referees

VOLUNTEER ORGANISATION: _____

DATE: _____

REFEREE AND CONTACT DETAILS:

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

HOW LONG HAVE YOU KNOWN THEM? (Years & Months) _____

IN WHAT CAPACITY? _____

RELATIONSHIP TO REFEREE (Vol. Mgr., Supervisor). _____

VOLUNTEER ORGANISATION: _____

DATE: _____

REFEREE AND CONTACT DETAILS:

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