



Volunteer Development Record



Please take the time to read the following information / instructions carefully before completing the forms

General information

There is an initial form (labelled 'Induction Meeting') which is to be used when the volunteer first joins the museum. A subsequent form to be used in later review meetings is also provided (labelled Meeting 2 / 3 / 4 / 5 / 6 – please circle the meeting number as appropriate). In subsequent meetings, you will need to have a copy of the previous form completed to refer back to.

Please print out two copies of each form - one is for museum records and one is for the volunteer to keep.

Any personal information collected with this form should be stored, accessed and processed according to the Data Protection Act 1998 by the museum. That means:

- It will be kept secure (either in a locked filing cabinet or room or on a password protected computer)
- It will be used as a record of a volunteer's activities or to identify where the museum can improve its support of volunteers
- It will only be kept for as long as is reasonable (i.e. if you stop volunteering at this museum these records will be destroyed within 12 months)

At the end of the form, please indicate when you plan to review the record. The most appropriate timeframe for this will depend on the anticipated period of volunteering, e.g. if it is for work experience over an 8 week period then a suitable time to review the record would be after 4 weeks, if it is for a longer period of time, then a review after 3, 6 or 12 months may be more appropriate, and thereafter annually.

Museums

Please use this form as an aid during initial discussions when you are getting to know your new volunteer. It should be used in a one-to-one context as part of the volunteer induction process. It is intended to help shape the informal discussion between yourself and the volunteer, with both parties having an input into completing the form. It should not be filled out in isolation by the volunteer. Part of the form asks you to consider what things the museum is agreeing to put in place to support your volunteer in his/her role.

Volunteers

This form is designed to collect information about you as a new volunteer which will help the museum support you in your role, ensure that your role in the museum matches your current skills and experience and clearly outlines any expectations from both parties. Please be honest with your answers as this will help the museum identify and support you in the most appropriate role.

PLEASE DELETE AS APPROPRIATE: Museum copy / Volunteer copy

Induction Meeting

Today's date

Name of volunteer

Name of museum representative

Q1. Do you have any previous experience of volunteering? Please give details including your role/responsibilities in the position(s) held.

Q2. What is your current / previous employment?

Q3. How frequently do you plan to volunteer at the museum, e.g. weekly, monthly, weekends, summer holidays? If there are regular days that you would like to work, please note these too.

Q4. What would you like to achieve from volunteering at this museum?

Please tick all that apply and provide more detailed comments if necessary below.

- | | |
|---|--|
| <input type="checkbox"/> Work experience | <input type="checkbox"/> Learn new information |
| <input type="checkbox"/> Meet new people / make friends | <input type="checkbox"/> Support an interest in a specific field |
| <input type="checkbox"/> Make a contribution to the community | <input type="checkbox"/> Pass on your own expertise / knowledge |
| <input type="checkbox"/> Learn new skills | <input type="checkbox"/> Improve confidence |
| <input type="checkbox"/> Improve on existing skills | <input type="checkbox"/> Improve self esteem |

Comments:

Q3. Have you achieved any of the goals you recorded on the previous form? If so, please give an explanation below.

Q4. Are any of these goals ongoing? Do you have any new goals? Please record these below.

Q5. Please provide information about any training / mentoring / work shadowing you have received through the museum. How has this assisted with your role? Is there other support you would like to have in future?

Support received so far	Additional support being requested

Q6. Are you satisfied with your current role / responsibilities / frequency of volunteering? If 'no', how would you like these to change in future?

Q7. Do you feel your contribution is valued by the museum? If no, how could this be improved?

Q8. Do you have any other concerns or comments to raise? Please explain these here.

Signed (volunteer)

Signed (on behalf of museum)

Agreed date for review: