

# **Volunteering Form 1 (To be completed by student)**

|  |  |
| --- | --- |
| Name of Newman University Student: |  |
| Volunteering Organisation name & address: |  |
| Brief description of tasks, duties and responsibilities undertaken: |  |

**Number of hours of volunteering undertaken:**

|  |  |  |
| --- | --- | --- |
| Type of Activity | Date | Hours |
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|  |  |  |
| Total Number of Hours: |  |  |

I confirm that the information provided is accurate: Yes  No

Sign

Print

Date

# https://sharepoint.newman.ac.uk/supp/marketing/Staff%20photos/Newman%20University%20Logo%20Crest%20Left.jpg

# **Volunteering Form 2 (To be completed by organisation)**

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| Name of Newman University Student: (Capital letters please) |  |

**For completion by the Volunteering Organisation**

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| --- | --- |
| Supervisor/Manager: |  |
| Organisation name and address: |  |
| Telephone number: |  |
| Email address: |  |
| Brief description of tasks, duties and responsibilities undertaken: | |
| Number of Hours of Volunteering undertaken:  (Verification of these hours may be requested as part of monitoring & validation purposes) |  |
| Reference: | |
| Continued overleaf | |

I confirm that the information provided is accurate: Yes  No   
Newman University is always keen to develop links with employers. We believe that employers and students can benefit from collaboration. Therefore, we would like to keep in touch with you.  
  
Please indicate whether you are happy for us to contact you regarding opportunities to work with Newman University e.g. Careers Fairs, posting job vacancies on our Careers portal etc.

By email/ phone: Yes  No

Sign:  
  
Print:  
  
Date:

Thank you for taking the time to complete this form. Please return it to your volunteer.

# **Volunteering Award 3 (To be completed by student)**

|  |  |
| --- | --- |
| Name of Newman University Student: |  |
| Student Contact details: Address, Email and Telephone Number: |  |

# **Employability Skills Checklist: tick the ones that you have used during your volunteering:**

# **Self-reliance skills:**

# Self-awareness

# Willingness to learn

# Networking

# Problem solving

# **People skills:**

# Team working

# Interpersonal skills

# Leadership

# Customer orientation

# **General skills:**

# Flexibility

# Business acumen

# IT/computer literacy

# Numeracy

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| --- |
| Reflective Account: Please write a short account of your volunteering experience – what you learnt and how you will use this to help you in the future (approx. 100 words) |
|  |

I confirm that the information provided is accurate: Yes  No

Sign:  
Print:  
  
Date:

Well done on completing your volunteering hours! Please now submit the completed forms to [careers@newman.ac.uk](mailto:careers@newman.ac.uk) before 31st May.

Don’t forget to access your [My Career account](https://mycareer.newman.ac.uk/) <https://mycareer.newman.ac.uk/> where you can book guidance appointments, sign up for workshops and events, access vacancies/opportunities, resources and complete other awards.

Newman University Careers Service

[careers@newman.ac.uk](mailto:careers@newman.ac.uk)

