**Volunteering Form 2**

To be completed by student and submitted via the Pathways area of [My Career](https://mycareer.newman.ac.uk/). Further instructions can be found in the [Newman Volunteering Award Handbook](https://www.newman.ac.uk/knowledge-base/newman-volunteering-award/).

You can access the [Privacy Notice – Newman Volunteering Award](https://www.newman.ac.uk/privacy-notices/).

|  |  |
| --- | --- |
| Name of Birmingham Newman University Student (Capital Letters Please) |  |

**For completion by the Volunteering Organisation**

|  |  |
| --- | --- |
| 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: | |

I confirm that the information provided is accurate: Yes  No

Signed:

Date:

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

Birmingham Newman University Careers and Employability Service

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