**Volunteer Review & Recognition Form**

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| Name: |  |
| Year or period covered: |  |
| Date |  |
| Reviewer: |  |

The hub leader will usually be the person to carry out a volunteer review and it is expected that they will observe the volunteer delivering an activity that they are involved in as part of this process. The opportunity for feedback is intended to be an encouraging experience to help develop the individual, the whole team and enable open discussion.

**Observation Discussion:**

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| 1. Details of when the observation took place, at what school, and the activity observed: |

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| 1. Reflection from observation, including strengths and skills: |

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| 1. Areas to focus on: |

To facilitate discussion at meeting:

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| 1. What has gone well over the last year, what have you enjoyed? |

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| 1. Do you have any feedback or suggestions? (Including any ideas for team training) |

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| Signed by volunteer: | Date: |
| Signed by hub leader: | Date: |