

Volunteer Review & Recognition Form

Name:	
Year/period, or event(s) covered:	
Feedback date & time:	
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.

Section 1 – to be completed by volunteer

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

2. Have there been any issues or difficulties that you would like to discuss?

3. What sort of training/experiences would benefit you in the next year?

4. What activities do you think would most benefit the schools, or Spinnaker itself?

Section 2 – to be completed by the hub leader following observation

Observation Discussion:

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

2. Reflection from observation:

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Discussion during meeting:

3. Discuss form completed by volunteer
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4. Strengths and skills of volunteer

5. Areas of focus for volunteer

6. Anything else to discuss?

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