

Quality Mark Lite



Excellence in Volunteering



**VOLUNTARY
ACTION
LEEDS**



Volunteer
Managers
Network



DOING
GOOD
LEEDS



**VOLUNTEER
CENTRE
LEEDS**

Excellence in Volunteer Management

Volunteering Quality Mark Lite

This volunteering quality mark is awarded to groups or organisations who are beginning their journey with involving volunteers or have an informal volunteer program.

Why apply for the quality mark?

The quality mark is recognised by Voluntary Action Leeds and Leeds City Council. It shows that your organisation or group is wanting to gain accreditation for its volunteer involvement and work towards excellence in volunteer management.

When you've achieved the quality mark, you'll be awarded a certificate that you can display and a logo that can be used in your volunteer recruitment and marketing.



The application process

To apply for the quality mark you will need to provide statements about how volunteers are involved in your group or organisation.

Within this application pack is a checklist of documents for you to complete and send in either by post or email.

Please email your application to volunteeringqualitymark@val.org.uk or post it to:

Voluntary Action Leeds
Stringer House
34 Lupton Street
Hunslet
Leeds
LS10 2QW



1) Volunteering is open to everyone

-  Short statement on how you ensure your volunteering opportunities are open to everyone.

2) Organisation's aim to deliver a good volunteering experience

-  Short statement showing how volunteers are celebrated and appreciated. Information provided on the different roles available, how they are supported and if they can take part in any training.

3) Recruitment of volunteers is fair and accessible

-  Short statement outlining what tasks volunteers undertake.
-  Short statement including what volunteer information the group/organisation requests.
-  Short statement on how the group ensures they are being inclusive and fair in the recruitment of volunteers.
-  Short statement on how volunteers are welcomed to the group, what training (if any) they are given and how they begin their role.

4) Volunteers are supported and supervised within their role

-  Short statement on how volunteers are supported within their role, information on how/if they are supervised.

5) Volunteer programs provide the training and information volunteers need to carry out their role

-  Short statement on what (if any) training volunteers are given prior to, or during their volunteering and if this training is mandatory or optional.

6) Health & Safety and Safeguarding

-  Short statement on how volunteers/staff/service users are kept safe, are any safeguarding checks carried out.

Application form

Name of organisation:

Address:

Telephone number:

Email address:

Main contact: (name and job title):

Please tell us briefly about your organisation:

Please tell us briefly about your volunteer programme:

How do volunteers benefit your organisation? Why do you have volunteers?