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**Kirklees  
Volunteering  
Quality  
Award**

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**Information and  
application form**



## What is the Kirklees Volunteering Quality Award?

It is a certificate awarded to organisations to show that they involve volunteers in ways that have been agreed as good practice by Volunteering Kirklees (VK), Kirklees Council and a Volunteering Kirklees Network (VKN) representative.

The Kirklees Volunteering Quality Award is valid for three years, after which an organisation needs to apply again.

## Why should my organisation apply?

Receiving the Kirklees Volunteering Quality Award will show that your organisation values volunteers and provides them with a high quality, positive experience.

Having the award will help you:

- attract new volunteers
- demonstrate that you are following good practice in relation to volunteering
- if you are applying for the Investing in Volunteers (IIV) Award (national award)
- obtain recognised branding
- with your funding bids

## The application process

- 1 Look at the information provided and feel free to contact VK for an initial chat/ arrange to view previous applications
- 2 Complete the 8 point checklist (following the guidance checklist)
- 3 Submit the application pack in paper format for assessment / feedback
- 4 Application will be assessed by the panel and feedback will be given (with recommendations if appropriate)
- 5 Receive the award and be given the Kirklees Volunteering Quality Award branding to use

## More Help

Follow the guidance notes (on a separate sheet, contact Volunteering Kirklees if it is not enclosed) and look at Involving Volunteers in your Organisation - a Practical Toolkit.

Tel 01484 519053 or email [sharron@vkirklees.org.uk](mailto:sharron@vkirklees.org.uk)

Please return your completed application to:

Volunteering Kirklees 12 New Street, Huddersfield, HD1 2AR

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***“Having the award shows as an organisation that we promote really good practice when it comes to volunteers...”***

Heidi Curry, Volunteer Services Manager, Locala Community Partnerships

## Checklist of evidence required (MUST cover all 8 points)

Category	Essential evidence	✓	Desirable evidence	✓
<b>1</b> Status of organisation	<ul style="list-style-type: none"> <li>The constitution or rules that govern your organisation (signed and dated)</li> </ul>	<input type="checkbox"/>		
<b>2</b> Volunteering is open to everyone	<ul style="list-style-type: none"> <li>Organisation's equal opportunity/ diversity policy or statement</li> </ul>	<input type="checkbox"/>	Evidence that these policies are put into practice	<input type="checkbox"/>
<b>3</b> Recruitment of volunteers is fair	<ul style="list-style-type: none"> <li>Short description of your recruitment process, please enclose supporting information (eg posters, application forms etc)</li> <li>Copy of volunteer role description for each role</li> </ul>	<input type="checkbox"/>		
<b>4</b> Appropriate policies for managing volunteers	<ul style="list-style-type: none"> <li>Volunteer handbook</li> <li>Volunteer policy /statement</li> <li>Health and safety policy (including an example of a completed risk assessment)</li> <li>Confidentiality policy (if applicable)</li> <li>Safeguarding policy (if applicable)</li> <li>Outline of your problem solving processes</li> <li>Statement of position regarding payment of volunteer expenses</li> </ul>	<input type="checkbox"/>		
<b>5</b> Volunteers are supported and supervised within their role	<ul style="list-style-type: none"> <li>Details of induction programme for volunteers</li> <li>Outline of how organisation allocates and organises responsibility for supporting volunteers</li> </ul>	<input type="checkbox"/>		
<b>6</b> Volunteers are encouraged to develop their skills	<ul style="list-style-type: none"> <li>Outline of informal and /or formal training offered for each volunteer role</li> </ul>	<input type="checkbox"/>		
<b>7</b> Insurance policies	<ul style="list-style-type: none"> <li>Copies of relevant insurance policies (with volunteers mentioned in your full policy document)</li> <li>If volunteers use their own vehicles, your policy for dealing with this</li> </ul>	<input type="checkbox"/>		
<b>8</b> Offering a positive experience to volunteers	<ul style="list-style-type: none"> <li>Statement from at least one of your volunteers</li> </ul>	<input type="checkbox"/>		



## Application form:

Name of organisation:

Address:

Please tell us briefly about your organisation. What does it do? What are the outcomes and benefits of these activities?

Please tell us briefly about why you have volunteers, what they do and how they benefit your organisation?

Principle contact  
(name and role):

Telephone contact:

Email address:

Signature:

Date: