

Volunteer Support Record

Record the key points of the support session, drawing on comments made by both the volunteer and supporter, and agree on any action to be taken, with timescales if appropriate.

Volunteer name:

Supporter name:

Date:

Key points of discussion

These may be noted from the volunteers' contributions and performance, or may be drawn from a self review that the volunteer has completed.

Record the actions that are agreed and planned with the volunteer

Specific Actions	Expected outcome	Resources needed	Time scale	Who can help with this action?

Plan a date, with the volunteer, for review of the actions