

Volunteer Centre Manchester Reward and Recognition Programme

What is it?

We have developed a programme to reward volunteers for the invaluable time given to Volunteer Centre Manchester (VCM) and our partners. We are now asking organisations who host volunteers and who use VCM's database, the Volunteer Engagement and Recognition App (VERA), to record the number of hours volunteers spend helping out at events and other short/long term opportunities.

Once certain milestones have been achieved (see below), volunteers will be rewarded accordingly. You, as a volunteer involving organisations, will be asked to verify their involvement by recording their hours on the VERA database.

To assist you, we can arrange 1-2-1 training sessions on VERA which will show you how to record hours, upload your opportunities and see who is interested in volunteering with you. [Why not book a 1-2-1 training session here!](#)

To give volunteers a head start, you will be allowed to include volunteers' hours for any activity from 1 January 2015 onwards.

Why are we doing it?

We believe that part of volunteering is in receiving recognition for the time and effort given. Even though we do ask our partners to reward volunteers in the form of certificates, thank you letters and events (where available/possible and when budgets allow), we believe that further rewards from VCM are an added bonus and will hopefully encourage people to give more of their time. We can also demonstrate that they are truly valued by volunteer involving organisations and ourselves.

How will it work?

Each time volunteers attend an event or other long-term opportunity we will ask you to record the exact number of hours they give on VERA.

Hours volunteered will need to be verified by you. Please check the accuracy of all details before inputting your data.

When volunteers have contributed a number of hours they will be rewarded with appropriate pin badges and a certificate of achievement. The hours that we are currently using as milestones are listed below:

50 hours of volunteering	Bronze Award
100 hours of volunteering	Silver Award
200 hours of volunteering	Gold Reward
300 hours of volunteering	Platinum Award
500 hours of volunteering	Special Achievement Award

Training

If, as part of your activity, you are offering briefings or accredited/unaccredited training we would ask you to record this on the volunteers record so we can document this activity for you and them. It also ensures that everyone has an accurate, up to date record of their achievements.

Please note:

We can only accredit events which have been advertised via the VCM newsletter and website. If you ask volunteers to undertake additional events, we will not be able to verify these. In cases like this you may contact the central team and register your event. This will help volunteers to achieve much greater rewards and attend Volunteer Reward and Recognition events throughout the year.

Why not get started. [Log in to your account and start recording your hours.](#)

For more general information visit www.volunteercentremanchester.co.uk.



Supporting our Voluntary and Community Sector
Volunteer Centre Manchester is part of Macc.

Volunteer Centre Manchester
c/o Macc, 3rd Floor, Swan Buildings, 20 Swan Street, Manchester, M4 5JW
T: 0161 830 4770, **Facebook:** VCMOfficial, **Twitter:** @VolunteeringMcr

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