

## Fingal Managing Volunteers Award

Gradam i mBainistíocht Oibríthe Deonach Fhine Gall

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### Introduction

The purpose of this award is to acknowledge groups who, through their commitment to voluntary and community activities, have played a significant role in enhancing the quality of life of their communities.

The award was launched as part of Fingal County Council and Fingal Volunteers Centre's activities for the European Year of Volunteering 2011.

### Self assessment process

Applicants for the award are required to complete the attached self assessment application form. This will both help you to identify gaps in volunteer management and help us to assess which award you have achieved. We ask all organisations to be as truthful and fair in their self assessment and remember at all times Fingal Volunteer Centre is here to assist you in achieving the award.

It is your responsibility to prove to us that you fully reach the criteria under the level of the award you are applying for. You should provide appropriate supporting documentation, policies or procedures to prove that you have completed the criteria for each element of the award. If you don't prove to us that you have completed the criteria we won't be able to make the award to you.

### Submitting your self assessment

When you complete the self assessment you should return it to Fingal Volunteer Centre. An assessor will be appointed to your project who will review your self assessment. The assessor along with awarding group (made up of representatives of Fingal County Council and Fingal Volunteer Centre) will have the final decision on whether or not you reach the criteria and be encouraged to resubmit your application.

Your award may be withdrawn at any stage should it be found that you are not implementing the indicators or that you are not supporting your volunteers in a manner appropriate to an award supported by Fingal County Council or Fingal Volunteer Centre.

If you don't achieve the criteria you will be provided with feedback on what improvements need to be made for you to achieve the award for the level you are applying for.

### The Award Itself

- You will receive a certificate signed by the Mayor of Fingal and Fingal Volunteer Centre to show your achievement for level 1 or level 2. For level 3 you will receive a wall plaque.
- You can use the special award logo on your headed paper, web site and promotional material \*
- Each organisation that achieves the award will be listed on a roll of honour on the Fingal Volunteer Centre web site.

\* Separate terms and conditions apply to the use of the award logo.

### More information on the Fingal Managing Volunteers Award

[www.volunteerfingal.ie](http://www.volunteerfingal.ie)

[www.fingalcoco.ie](http://www.fingalcoco.ie)

### Submitting your Self Assessment Form

When you feel that you have met the criteria, please send your completed application and supporting documentation to:

Chiara Tamborini | Placement and Outreach Officer  
QES House (8C), Birch House,  
Rosemount Business Park,  
D11 A9FP  
Email: [chiara@volunteerfingal.ie](mailto:chiara@volunteerfingal.ie)

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	Level 1 Award	Level 2 Award	Level 3 Award
<b>01</b> Training	At least one member of staff or volunteer must have attended all four modules of a volunteer management training course provided by Fingal Volunteer Centre or one of their sister volunteer centres.	At least two members of staff or volunteers must have attended an advanced volunteer management training session.	At least two members of staff or volunteer must have attended an advanced volunteer management training session.
Please state how you reach this criteria, providing examples of policy and procedures and documentation			
<b>02</b> Policy Development	The organisation has a written policy on volunteer involvement that sets out the organisation's values for volunteer involvement, based on principles of equality and diversity.	The organisation develops has a functioning volunteer policy in place and has completed a full rotation of the volunteer management cycle.	The organisation's annual plan includes objectives for volunteer involvement that are reviewed on a regular basis.
Please state how you reach this criteria, providing examples of policy and procedures and documentation			
<b>03</b> Describing the volunteer roles	A 'description' is drawn up for each volunteer role.	The organisation monitors equal opportunities in their volunteer roles	The organisation ensures diversity of the volunteer team and implements procedures to aim to increase the diversity and representation from the local community.
Please state how you reach this criteria, providing examples of policy and procedures and documentation			

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<p><b>04</b> Providing training</p>	<p>Volunteers are provided with the necessary information and / or training to carry out their role.</p>	<p>Options are provided to volunteers for further learning and training.</p>	<p>The organisation sets aside a budget to run its volunteer programme each year. Dedicated ongoing training is made available to volunteers.</p>
<p>Please state how you reach this criteria, providing examples of policy and procedures and documentation</p>			
<p><b>05</b> Recognising and valuing volunteering</p>	<p>Volunteers are recognised and valued for their contribution.</p>	<p>Volunteers have the opportunity to feedback on a regular basis</p>	<p>All staff and board members recognise the value of the contribution of volunteers and communicate effectively their appreciation.</p>
<p>Please state how you reach this criteria, providing examples of policy and procedures and documentation</p>			