



VOLUNTEER CONTACT & SUPPORT RECORD

CLUB POLICY DOCUMENT

It can be important to record and track communication with volunteers especially when support is required. 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.

Name of Volunteer:		Role within the Club?	
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Date/Location of Meeting?	Who was present?	Discussion Points?	
Specific Actions?	Expected outcome?	Resources needed?	Timescale?
Personal development Plan Updated?	Who can help with this action?	Next Contact/ Review Point?	Any additional comments/notes?