**VOLUNTEER HOURS AND CONTACT REPORTING FORM**

**Volunteer name:**

**Month:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity**   1. **English Practice Support** (one to one)/ **ESOL Class prep\*** 2. **Family Support** (please indicate Syrian/ Afghani/ Ukrainian/ Other) 3. **One-off Task Support** (e.g. moving furniture, accompanying to appointment) 4. **Refugees Welcome General** (attending vol meetings, training, admin) | **Date of activity or Visit** | **Time/length** | **Reason for activity** |
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\* ESOL class delivery is already captured elsewhere so you only need to tell us about additional prep time.

**Volunteer signature / date …**

**……………………………………………………..**

Please return by email attachment to Estelle: [**estelle.worthington@cvsce.org.uk**](mailto:estelle.worthington@cvsce.org.uk).

Or if preferred, you can take a photo of the completed form and message/ WhatsApp Estelle on: 07565 338486.