**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**.

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