

MV Certificate Request

Section 1 - Contact Details			
Name of Organisation			
Address			
Tel No			
Email			
Contact Name			
Section 2 - Certificate Information			
Please select which certificate you are requesting:			
<input type="checkbox"/> 50 hour	<input type="checkbox"/> 100 hour	<input type="checkbox"/> 200 hour	
The following information will be used to produce the certificate. Please double check spelling of names when completing the form.			
Volunteer's Name			
Organisation or Project (if volunteering with more than one please list all)			
Date started volunteering		Date hours completed	
Date hours completed			
Section 3 - Validation			
I confirm that the above volunteer has completed the required number of hours to obtain their 50/100/200 certificate (delete as appropriate)			
Signed _____ Date _____			
Does this volunteer have a story to tell? Please tick the box below if you think your volunteer would be interested in sharing their story.			
<input type="checkbox"/> Yes, we are interested, please provide more information			
Office use only			
Date Certificate Request received _____			
Date Certificate printed/requested _____			
Date Certificate issued _____			
MV No: _____			

Certificate Request Forms for Inverness and Ross-shire should be returned to:
Volunteering Highland, 1a Millburn Road, Inverness IV2 3PX