



A Rebuilding the Foundations Resource

This review form template was developed for museums taking part in *Rebuilding the Foundations* by specialist volunteering consultant Linda Brandish. As well as opportunities for ongoing feedback, it's good practice to set aside time for an informal review meeting with a volunteer a few weeks after they join you. You might agree to make notes; always be transparent about any records you keep. Consider a policy of offering the opportunity of an informal annual review meeting as well. Many volunteers will value the chance to reflect on and share feedback about their experience with you.

[This is a template. Adapt it to you own policies and working practices]

Volunteer Review and Feedback Form

Name:
Volunteer role:
6 week or annual review:
How are you feeling about your volunteering?
What's not so good? What could we do better?
Do you feel you need any additional support/training for your role? If so, what could help?
Anything you would like to feed back to staff/Trustees?
Signed by volunteer:
Signed by support volunteer/staff:
Date: