



3rd Floor, Merseyside 3TC  
16 Crosby Road North  
Waterloo  
Merseyside L22 0NY

Tel: 0151 920 0726 (Ext. 213)  
Fax: 0151 920 1036  
Email: [info@volunteeringsefton.org.uk](mailto:info@volunteeringsefton.org.uk)  
Web: [www.volunteeringsefton.org.uk](http://www.volunteeringsefton.org.uk)

Dear colleague

## Re: Volunteer Centre Sefton - Volunteer Certificate Scheme

The Volunteer Certificate Scheme recognises the commitment and achievements of volunteers working in the voluntary sector in Sefton. Certificates are signed by the Mayor of Sefton and are awarded to highlight either 100, 200, 500 or 1000 hours of volunteering for an organisation. The 'Outstanding Achievement Award' recognises those volunteers who have donated over 2000 voluntary hours. Awarding Certificates to volunteers can help to:

- Recognise the hard work and achievements of the volunteers
- Promote the work of the volunteers and the organisation as a whole
- Give the volunteers a feeling of worth and pride in their work
- Provide a focal point for a volunteer award ceremony or 'thank you' party

The volunteer certificate scheme has been in operation since April 1996 and over the past 8 years certificates have been awarded to thousands of volunteers as recognition of their efforts and commitment.

During the period April 2005 to March 2006 Volunteer Centre Sefton produced and distributed over 406 certificates to local organisations. This equated to an estimated **284,900 hours** of voluntary activity and an estimated **£3.1 million** invested back into the local economy directly through local volunteering (calculated on average hourly rate for the North West as detailed in New Earnings Survey 2003).

Certificates are free to local voluntary and community organisations and can be ordered by completing and returning copies of the 'Certificate Registration Form' which has been included with this letter. Additional copies can be downloaded from:

[www.volunteeringsefton.org.uk/pdf/certifapp.pdf](http://www.volunteeringsefton.org.uk/pdf/certifapp.pdf) (PDF Format) or  
[www.volunteeringsefton.org.uk/pdf/certifapp.doc](http://www.volunteeringsefton.org.uk/pdf/certifapp.doc) (MS Word)

Once we have received your completed application form the certificates will be produced and should be posted back to you within 10 working days.

If you require further information about the Certificate Scheme do not hesitate to contact the Volunteer Centre.

Yours sincerely

Dianne Harris

**Volunteer Centre Sefton**

Email: [info@volunteeringsefton.org.uk](mailto:info@volunteeringsefton.org.uk) Tel: 0151 920 0726 (Ext. 213)

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