

## **VE Model Forms: Follow-up Form**

### **Systematic approaches to follow up and monitoring**

Dear \_\_\_\_\_

Thank you for contacting the Volunteer Development Agency. We aim to provide high quality services to potential volunteers and volunteer involving organisations. In order to extend this commitment to service quality and continuous improvement please complete the following form.

If you prefer to discuss this on the telephone please contact the Volunteer Development Agency on Tel: \_\_\_\_\_.

On (date), you were referred to (agency). Did you start as a volunteer there?

YES NO

Are you still there?

YES NO

How long have you been there?

If you are no longer with the organisation, how long were you with the agency?

If no longer there, why did you leave? (please be as detailed as possible)

Were you paid expenses?

YES NO

Were you given training?

YES NO

Would you use the Volunteer Development Agency again?

YES NO

Thank you for taking the time to complete this evaluation form. Please return it in the enclosed (pre-paid) self-addressed envelope to us at the following address: