

## Activity Validation Form 2021

CPD participants are required to complete an activity validation form for each activity they complete. These forms should then be submitted to Volunteering Victoria (VV). The activity validation form is a formal template that enables VV to check that the activity is eligible for CPD points. It also provides participants with an opportunity to reflect on what they learnt from completing the activity. Forms can be submitted via email (if completing online) or via post (using address at footer of this form). It is recommended that forms are submitted after each activity is completed.

16 CPD points are to be accumulated per year to be eligible to receive a certificate of CPD achievement. Points are allocated to each type of activity as per the VV CPD Program Points Schedule.

Full name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Phone: \_\_\_\_\_

Position title: \_\_\_\_\_

Email: \_\_\_\_\_

## Volunteering Victoria Professional Development Activities

Volunteering Victoria PD Activities	Activity	Evidence to Claim Activity	Count of Activity		Sum of Points
<b>Special Interest Groups</b>	<i>Attendance/ Presentation</i>	<i>VV-managed</i>	Attendances	Presentations	
<b>Webinars</b>	<i>Attendance/ Presentation</i>	<i>VV-managed</i>	Attendances	Presentations	
<b>Mentoring</b>	<i>Mentor/Mentee</i>	<i>VV-managed</i>	Mentor	Mentee	
<b>Newsletter/ Publications</b>	<i>Reading/ Contributing</i>	<i>Self-reported</i>	Publications Read	Publications Contribution	
<b>Guides to volunteer management</b>	<i>Reading/ Assisting with guide development</i>	<i>Self-reported</i>	Guides published	Guides Read	
<b>National Standards</b>	<i>Implementation</i>	<i>Self-reported</i>	National Standards Implementation		
<b>VV Committees</b>	<i>Engagement</i>	<i>VV-managed</i>	Attendance		
<b>VV Workshops</b>	<i>Attendance</i>	<i>VV-managed</i>	Attendance		
<b>Conference</b>	<i>Attendance/ Presentation</i>	<i>VV-managed</i>	Attendance		



# Statement of eligibility

The information/activity is true and relevant to my career as a leader of volunteers. If required, I will allow a representative of VV to contact me to check on this, or other activities I have provided activity validation sheets for. If required, I will provide proof of attendance, participation etc.

I agree to these conditions

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_

