**Annual reflection record sheet**

**Volunteer name:**

**Date:**

**Date of previous annual reflection or appraisal: N/A**

|  |  |
| --- | --- |
| **Feedback on performance / achievement of objectives**  **Feedback from case checking / achievement of goals** | |
| **Feedback on contribution to Research and Campaigns** | |
| **Problems hampering performance / achievement of goals** | |
| **Training /Development needs identified** | |
| **Personal goals set including any agreed actions** | |
| **Signed by supervisor:**  **Date:** | **Signed by volunteer:**    **Date:** |

Please note, if a volunteer discloses personal information that includes '[special category data](https://www.citizensadvice.org.uk/cablink/staff/Being-at-work/Health-safety-and-security/Information-assurance-for-staff/Data-handling/Minimum-data-handling-measures/)', e.g. about a health condition, and you think it is necessary to record it, you will need to seek explicit consent to hold this data. You can use the [Record of Volunteer Consent form](https://docs.google.com/document/d/1VhJrdfk5A5U4cJhSEWIrqihxcQ35lcoCM3Vy0Fl65CQ/edit) to do this.

**Date of next annual reflection if known:**