

# Recognising Retiring Volunteers

## Fact Sheet



### Background

The CISVic workforce is diverse. Though volunteer positions and roles vary, each volunteer contributes to the provision of support for those in our community.

The ratio of volunteers to paid staff is 10:1 demonstrating that without volunteer participation, we would be unable to provide the services and support that we do.

The Recognising Retiring Volunteers (RRV) Certificate aims to provide a mechanism to celebrate and thank the tremendous contribution of retiring volunteers.

In addition to celebrating and thanking retiring their contribution, we wish to provide an opportunity for volunteers to share their reflections on their volunteer experience and ensure that the unofficial history of our sector is not lost.



### Eligibility

RRV certificates are available to all volunteers from CISVic member agencies, branches or CISVic central office. This includes volunteer members of the CISVic Board, food delivery volunteers, administration volunteers, Community Support Workers and more.

RRV certificates are available to volunteers who volunteered for a minimum of two years with the agency.



### How to apply

To ensure that retiring volunteers receive their certificate at the time of (or close to) their retirement, agencies can request certificates all year round.

A copy of the RRV form can be found in the members section on the CISVic website. The application form will also be emailed out annually at the same time as the requests for Long Service Certificates. Once the form is completed it should be emailed through to [admin@cisvic.org.au](mailto:admin@cisvic.org.au).

CISVic will produce a PDF version of the RRV certificate and email it to the requesting agency. Agencies are encouraged to print the certificate on parchment paper.

