



Cynllun Gwirfoddoli **Gwynedd** Volunteer Scheme

Pecyn Gwybodaeth *Information Pack*



Gyda chydabyddiaeth:
In recognition:



Canolfan Gwirfoddolwyr Wrecsam





Cynllun Gwirfoddoli **Gwynedd** Volunteer Scheme

Annwyl wirfoddolwr/wraig,

Croeso i **Gynllun Gwirfoddoli Gwynedd!** Yn y pecyn hwn ceir gwybodaeth am beth yw'r cynllun, ffurflen gofrestru (sydd angen ei chwblhau a'i ddychwelyd) a hefyd taflen cofnodi eich gweithgareddau ac oriau gwirfoddoli.

Hoffwn ddiolch a dangos ein cydnabyddiaeth i gynllun 'Volunteer Star Awards' sy'n gynllun cyffelyb yn Wrecsam.

Mae ein manylion cyswllt isod a chofiwch ein bod yma i'ch cefnogi yn ystod y rhaglen.

Diolch am eich diddordeb yng **Nghynllun Gwirfoddoli Gwynedd** a gobeithiwn y byddwch yn mwynhau'r profiad yn fawr iawn!

CANOLFAN GWIRFODDOLI GWYNEDD

Mantell Gwynedd
23-25 Y Bont Bridd
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Gwynedd
LL55 1AB
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gwirfoddoli@mantellgwynedd.com





Cynllun Gwirfoddoli **Gwynedd** Volunteer Scheme

Dear Volunteer,

Welcome to the **Gwynedd Volunteer Scheme!** We've included information about the scheme in this pack, a registration form (to be completed and returned to us) and a record sheet for you to keep track of your volunteering activities and hours.

We would like to thank and acknowledge the 'Volunteer Star Award' scheme in Wrexham. This is a similar scheme which has proven extremely popular and successful with volunteers.

Please find our contact details below and remember we are here to support you throughout the programme.

Thank you for signing up to the **Gwynedd Volunteer Scheme.** We hope you will find it an enjoyable and valuable experience!

GWYNEDD VOLUNTEER CENTRE

Mantell Gwynedd
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Gwybodaeth



Beth yw Cynllun Gwirfoddoli Gwynedd?

Nod y cynllun yw cydnabod a chefnogi'r ymdrech a'r amser a wneir gan unigolion sy'n gwirfoddoli eu cymuned leol.

Ar gyfer pwy mae'r cynllun?

Mae'r cynllun yn agored i unrhyw berson sy'n gwirfoddoli yng Ngwynedd efo mudiad 'di-elw', elusen, grwp cymunedol neu gynllun gwirfoddoli.

Beth fyddaf yn ei dderbyn?

Ar ôl cofrestru, mae gwirfoddolwyr yn gymwys i gael tystysgrifau **50, 100, 200 a 500 awr o wirfoddoli**.

Sut i fynd ati?

Cwblhewch y ffurflen gofrestru a'i ddanfôn yn ôl atom. **Os ydych eisoes yn gwirfoddoli, gallwch ôl-ddyddio eich oriau hyd at 3 mis a hyd at 50 awr** - cofiwch gynnwys yr oriau yma ar y daflen cofnodi oriau. Os nad ydych wedi dod o hyd i leoliad gwirfoddoli addas eto, cysylltwch â ni am gymorth.

Yna, yr oll sydd angen ei wneud yw cofnodi eich oriau a chofiwch fod angen i'r mudiad lofnodi'r taflen oriau. Unwaith y byddwch wedi cwblhau **50, 100, 200 neu 500 o oriau**, dychwelwch y ffurflen cofnodi oriau atom drwy e-bost neu drwy'r post.

Sut byddaf yn derbyn fy nhystysgrif?

Bydd eich tystysgrif yn cael ei argraffu ar ôl i ni dderbyn eich taflen gofnodi. Gallwn gyflwyno eich tystysgrif i chi yn ein swyddfa, yn un o'n digwyddiadau cydnabyddiaeth neu wrth gwrs gallwn anfon y dystysgrif atoch trwy'r post.

Pa mor hir mae'n ei gymryd?

Nid oes terfyn amser i dderbyn y tystysgrifau.

Beth ddylwn i ei wneud rwan?

Cwblhewch y ffurflen gofrestru amgaeedig ac yna e-bostiwch, anfonwch, neu galwch draw i'n swyddfa.

Information



What is the 'Gwynedd Volunteer Scheme'?

The aim of the programme is to recognise the effort and time spent by volunteers who give their time to help support their local community.

Who is eligible?

Anyone volunteering for a 'not for profit' organisation, provided they are over 25. There is a separate Welsh Government Scheme called the 'Millennium Volunteers programme' which recognises the volunteering hours for young volunteers – contact us if you would like more information on this.

What will I receive if I register?

Once registered, volunteers are eligible to receive certificates for **50, 100, 200 and 500** hours of volunteering.

How do I go about it?

Simply complete the enclosed registration form and return it to us. **If you are already volunteering then you can backdate up to 3 months and up to 50 hours** – please remember to include these hours on your volunteering record sheet. If you haven't yet found a suitable volunteering placement then please contact us to arrange this.

You then just record your hours and ask your placement organisation to sign and once you have completed **50, 100, 200 or 500 hours** just return the form to us by email or post.

How will I receive my certificate?

Your certificate will be printed once we've received your signed record sheet. We can then present your certificate to you at one of our recognition events held throughout the year, or if you would prefer you can collect, or we can post it to you. The decision is yours – just let us know.

How long does it take?

There is no time limit to gaining the certificates.

What is the next step?

Complete the enclosed registration form and email, send or pop it into our office.



Ffurflen Gofrestru Cynllun Gwirfoddoli Gwynedd

Enw _____

Cyfeiriad _____

Ffôn _____ Ebst: _____

Pa ddull cysylltu uchod yw'r gorau gennych?

Grwp oedran: 14-25 25+

A oes gennych unrhyw gyflwr iechyd neu anabledd:

Ble rydych yn gwirfoddoli (rhowch enwau'r mudiadau ble rydych yn gwirfoddoli a dyddiad cychwyn bras)

Enw mudiad: _____ Dyddiad cychwyn: ____/____/____

Enw mudiad: _____ Dyddiad cychwyn: ____/____/____

Enw mudiad: _____ Dyddiad cychwyn: ____/____/____

GDPR (General Data Protection Regulation)

Dwi'n deall y bydd y manylion amdanaf sydd ar y ffurflen hon yn cael eu cadw a'u prosesu ar fas-data Mantell Gwynedd ac yn unol â holl agweddau y Rheoliad Diogelu Data Cyffredinol (GDPR). Ni fyddwn yn rhannu eich manylion.

Llofnod: _____ Dyddiad: ____/____/____



Gwynedd Volunteer Scheme Registration Form

Name _____

Address _____

Tel _____ Email: _____

Which is the best way to contact you?

Age category: 14-25 25+

Do you have any health condition or disability:

Where do you volunteer (please state the name of the organisation and an *approximate* start date)

Organisation name: _____ Start Date: ____/____/____

Organisation name: _____ Start Date: ____/____/____

Organisation name: _____ Start Date: ____/____/____

General Data Protection Regulation (GDPR)

I understand that information about me on this form will be retained & processed on Mantell Gwynedd's data base and subject to relevant aspects of GDPR (General Data Protection Regulation). We won't be sharing your information.

I'm happy and agree with the use of my details:

Sign: _____ Date: ____/____/____

