



Supervision form template

Use this form to record the regular, perhaps informal, discussion meeting between volunteers.

The main points of the discussion, made by either the volunteer or Volunteer Manager, can be recorded (including any actions) for future reference and to ensure nothing gets lost.

Volunteer name:

Volunteer Manager name:

Date: ____ / ____ / ____

Main discussion points

Actions agreed upon

Issues to refer to next time

Proposed date of next meeting: ____ / ____ / ____