



HQ Warwickshire & Birmingham Wing

Air Training Corps

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OC Squadrons

30 April 07

MILLENNIUM VOLUNTEERS SCHEME – TILL 31 DEC 07

1. The Millennium Volunteers (MV) is an initiative, funded by the Government through the new National Youth Volunteering Charity, which gives acknowledgement of the hard work and commitment of young people (16 – 24 yrs) in the voluntary sector today. Its main theme is to allow these people the chance to 'build on what they are into'.
2. There are 4 awards. One a Millennium Award Certificate is awarded after **250 hours** of voluntary service (**BY 31 DEC 07**), and further Millennium Award Certificates for those who complete **500 or 750 or 1000 hours**. (again in **BY 31 DEC 07**). There is a very eye catching MV metal badge awarded to those who complete 250 hours, and a uniform MV badge.
3. In effect this means that any candidate whether undertaking the DoE Award scheme or not, can qualify for this award. Record books and certificates are all at no charge, and the process for applying to commence this scheme is by completing a registration form (2 pages) and Volunteer Plan. (available from undersigned or via Wing website). The only pre requisite is that the candidate **MUST** be 16. (Registration can be just prior to 16th birthday, but no activities can count till they are 16). I am able to backdate registrations by up to 6 months or the 16th birthday **BUT ONLY 50 HOURS of VOLUNTEERING PRIOR TO REGISTRATION CAN BE CLAIMED**).
4. There is a facility for an individual to claim back up to **£20.00 for the 250 hour award**, (for out of pocket expenses), and a **further £10.00 when 500 hours** gained.. These expenses are claimed by completing an appropriate claim form (with receipts or certified as correct), and cheques will be sent out by the NEW MV PROVIDERS direct to whom is entered on the expense form. – either the candidate or the unit only!. (Yes the candidate can 'donate' the cash to the unit!). **Units can also gain £10.00 per 250 hr award . (No extra for units above 250 hours), by completing and submitting the new Group Achievement form.. As such any cadet or member of staff (under 25), can be worth a minimum of £10 to every unit!!! And a maximum of £40.00.**
5. Expenses that will qualify are travelling expenses to fulfil the award, Charges made to attend training courses (JNCO/SNCO/Leadership type), unit parades, and charges to attend annual camps (where the candidate will be supervising junior cadets etc). However in all cases a receipt is preferred to be attached to the claim form, so units may wish to prepare receipt type letters for that purpose. On each occasion the maximum is **£20.00 per 250 hour** award, and **£10.00 for 500 hours** so for the sake of obtaining a couple of receipts, and completing an expense form, your candidates can recover £30.00. If they cannot produce receipts, then a suitable endorsement by the mentor on the expenses claim form to the effect travelling to unit activities as per log book will suffice.
6. Expenses that will not qualify are unit subscriptions or entry to the DoE Award scheme.

7. As from June 2003, the free T shirts and fleeces scheme has ended. However there is the facility for units to order T shirts (£5.00 approx) and Fleeces (£14 approx) direct from the manufacturers. However it is now strongly suggested that all candidates elect for the cheques are made payable to the unit, so the unit can order the items when they receive the cheques. (Supplier is Chris Meldrum on 01253 340240 – just call and give him sizes of MV stuff you want) . **Or they (or the unit if they `donate`) can have the cash!. Only use INDIVIDUAL EXPENSES FORM new version April 2007.**

8. **Units will be awarded with Unit Achievement Certificates for each 1000 hours gained by their cadets, up to 10,000 and then every 5000 hours. The current league table will continue to be published! Quarterly.**

9. **Units are encouraged to submit paperwork when a cadet reaches 250 hours – and not wait till they have done 500 to ensure they receive all the available extras.**

9. Any queries please contact me. On 02476 491655, or email B@bcoats.freereserve.co.uk.

Original Signed

B Coats
Sqn Ldr
Wg DoE / MV Off

Copy to;

OC Wing
WSO's
Wing Chairman
RHQ
File

Note;

On going requests for additional forms to be directed to Sqn Ldr Coats (by email is acceptable as email versions are available and usual hard copies) or via the Wing website. All Registration Forms + Volunteer Plans must be submitted to Sqn Ldr Coats . When awards completed the appropriate forms etc must also be submitted via Sqn Ldr Coats. **The Wing has already gained some 150,000 hours in this scheme and many units have benefited financially!. We are also the best performing Wing in the A.T.C.**

SO IF YOU ARE NOT IN THE SCHEME - YOUR CADETS, YOUR UNIT FUNDS (as the cadets can donate the expenses to the unit on the form), AND YOUR STAFF ARE LOOSING OUT!. And you are missing out on good PR opportunities as well.

Do not forget the unit achievements are also on the Annual Inspection Forms as well.

For those gaining 750 or 1000 by 31 Dec 07, there is also likely to be a special `goodie` provided by the new providers – no details as yet. (But no further cash!)

It is intended that a 3 year contract will be awarded after 31 Dec 07 – further details in due course.

MILLENNIUM VOLUNTEERS SCHEME TILL 31 DECEMBER 2007

Outline of the various stages of the system for obtaining the awards.

1. Units obtain Registration Form 5 PAGES TOTAL from Sqn Ldr Coats or website.

The candidate fills in the majority of this form (5 pages!!) inc Volunteer Plan 1 page and referees forms (2). Please ensure that name of mentor is at section 8 and the Squadron number is one page 1.

Volunteer plan. This can be entered as outlined below. Suggested copy is on web site.

Cadet (rank), XXXX will for the next 12 months be involved in the direct supervision and orientation of junior cadets. He /She will also be responsible for assisting in relation to the training and development of these cadets including assistance with the DoE Award scheme, and undertake such leadership training courses and annual camps as necessary in pursuance of this role. (If cadets are doing this for Bronze, Silver or Gold, it can still count at the same time for this award).

Candidate to sign and Mentor & Referee's to sign Form. .

This form is then to be returned to Sqn Ldr Coats with Volunteer Plan, who will issue a record book to the candidate (via Sqn OC's), and an Award Application Form to the unit. (Good idea to keep at unit).

The new Registration Forms do have 2 referees forms whereby 2 adult staff need to confirm the candidate is a fit and proper person to undertake MV. (2 extra pages).

2. Record Book Received;

Candidate completes appropriate pages. They should state that they will gain personal benefit from assisting others, and will enhance the overall standard of their unit. Time scale will be up to 31 Dec 07 There are pages for recording the hours spent on the Millennium Volunteers award.

It is suggested each parade evening is entered on the appropriate lines, for at least 3 hours per parade. Any courses undertaken (JNCO / SNCO etc) can also be counted max 8 hours per day. Annual camps or other ATC activities where the candidates are supervising / training cadets can also count, again max of 8 hours per day. As can be seen the lower award for 250 hours will be reached quite rapidly. Annual camp = 64 hrs!. The extra 250 hours will take a little longer.(Training Courses can only count for 25% of total).

3. Candidate completes 250 hours. (Must be by 31 Dec 07)

Return Award Application form 2 pages (**record book not required for 250**), (completed on reverse by candidate), and Expenses form for **£20**, (either with receipt or endorsement from mentor travelling as per log book - and initialled by mentor), signed by candidate and Mentor, to Sqn Ldr Coats. The award will be processed and an appropriate certificate will follow together with uniform and metal lapel badge + **new Group Achievement form for extra £10 to unit.**

4. Candidate completes 500 hours (total) (Must be by 31 Dec 07)

Return record book and Award Application form 2 pages (completed on reverse by candidate), and expenses form for **£10**, signed by candidate and Mentor,(+ receipt or endorsement), to Sqn Ldr Coats. The award will be processed, and an Award certificate will be raised for presentation. (The record book will be returned to unit).

5. For new 750 & 1000 hour certificates – keep recording hours (copy and add pages as needed) – or letter from OC confirming full name and date of birth and that they have completed 750 or 1000 hours and submit book + letter or certifying letter to Sqn Ldr Coats. It is anticipated that MV Scheme will direct that current candidates will have to submit their record books for the 750 & 1000 hr awards.

IT REALLY IS AS SIMPLE AS THAT !!!!