

## Warwick Volunteers: Reference Requests

We are happy to respond to requests from employers or other agencies to provide a reference for Warwick Volunteers who have volunteered with us.

References are typically sent by email on university headed paper and contain the following information:

- confirmation that the individual volunteered with us and the academic year(s) in which they volunteered
- the name of the project they volunteered on
- a brief summary of the type of activities carried out by volunteers at the project (if available)
- any leadership positions held by the volunteer (eg Exec member or Project Leader)
- any Warwick Volunteers awards received
- the number of volunteering hours logged by the individual

We are only able to provide more detailed character references (e.g. strengths and weaknesses, suitability for the role etc) if we know the person suitably well to be able to comment accurately otherwise we will respond with a standard factual reference.

References can only be provided where we have records available. This is usually up to a maximum of 7 years from the date the student graduated or left the university.

If you would like to include Warwick Volunteers as a referee please contact us by email [volunteers@warwick.ac.uk](mailto:volunteers@warwick.ac.uk)