

VINNIES SERVICE MEDALLION SUPERVISOR SNAPSHOT

Welcome to the Vinnies Service Medallion Program. Thank you for taking on the role of supervisor for the Vinnies Service Medallion (VSM). Your support is vital to ensuring a safe and rewarding experience for participants. For full details, please refer to your Supervisor Guide.

QUICK START CHECKLIST

1. Review Program Kit

Complete the Supervisor Agreement Form and review the program guidelines.

2. Approve Activities and Guide Planning

Discuss proposed initiatives and confirm details prior to commencement.

3. Provide Ongoing Support

Check in regularly and encourage participants to submit evidence and review guidelines.

4. Confirm Evidence

Verify submissions promptly when requested via SnapForm. Participants may be notified that their submissions may be used for Vinnies NSW promotions.

5. Celebrate Completion

Assist with coordinating award delivery.

SAFEGUARDING

The safety and wellbeing of children and young people is our highest priority. Supervisors must follow all Vinnies safeguarding protocols and any additional requirements of their organisation. If a concern arises, act promptly and report any concerns in accordance with your organisation's protocols or via safeguarding@vinnies.org.au.

NEED HELP OR FEEDBACK

Scan the QR Code or click [here](#) to provide feedback and assist us to continue improving the program. Encourage participants to also provide feedback to help other participants get the most out of the program.

For further assistance, contact the VSM Team at vsm@vinnies.org.au or reach out to your local School Engagement Officer, find them [here](#).



VINNIES SERVICE MEDALLION PARTICIPANT SNAPSHOT

Welcome to the Vinnies Service Medallion Program. Thank you for registering to take part in the Vinnies Service Medallion (VSM). This is your quick guide. It shows you what to do, when to do it, and how to get started. Use it anytime you need a reminder of the next step. For full details, please refer to your Participant Guide.

QUICK START STEPS

1 Get Your Kit

Everything starts with your kit. It has the tools and info you need to begin.

2 Choose Your Initiatives

Pick initiatives that match your interests and the level you are aiming for.

3 Confirm with Supervisor

Your supervisor makes sure everything is approved and ready to go.

4 Complete and Collect Evidence

Show what you have done by keeping proof of your initiatives.

You may be notified that your submissions may be used for Vinnies NSW promotions.

5 Submit and Celebrate

Upload your evidence via SnapForm and get ready to receive your award.

SAFEGUARDING

Your safety is our top priority. The Society is a Child and Young Person Safe organisation, and we are committed to creating programs that are safe, inclusive, and supportive for all participants. If you have a concern, speak up. Report any concerns through your supervisor or via safeguarding@vinnies.org.au.

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