


SEFYDLU MENTER WIRFODDOLI

SETTING UP A VOLUNTEERING INITIATIVE

Cyngor Gwirfoddol Sirol Sir Gaerfyrddin (CGS)



*Mae **gwirfoddoli ffurfiol** yn golygu rhoi cymorth di-dâl trwy grŵp, clwb neu fudiad (gan gynnwys mudiadau cyhoeddus, preifat a gwirfoddol). Fel arfer mae gan rolau gwirfoddoli ffurfiol oriau penodedig, disgrifiadau rôl clir ac maen nhw'n cynnwys goruchwyliaeth gan aelod o staff o fewn y grŵp, clwb neu fudiad. Mae llawer o bobl wedi gwirfoddoli'n ffurfiol gyda nifer o fudiadau gwirfoddol ar ryw adeg yn eu bywydau, gan gamu i mewn ac allan o fyd gwirfoddoli dros gyfnod o amser.

* Mae **gwirfoddoli anffurfiol** yn golygu rhoi cymorth di-dâl fel unigolyn i bobl nad ydynt yn perthyn iddynt. Nid yw'r math yma o waith gwirfoddol yn cael ei gydlyn gan fudiad neu sefydliad, ac mae'n cael ei wneud ar lefel gymunedol neu trwy weithredu cymdeithasol. Mae cyfranogiad dinesig yn dod o dan ymbarél gwirfoddoli anffurfiol hefyd, y gellir ei ddiffinio'n ymgyliad unigolyn mewn materion lleol, gan gynnwys prosesau gwneud penderfyniadau cymunedol trwy rolau neu grwpiau ffurfiol.

*Diffiniadau uchod: Community Southwark

Carmarthenshire County Voluntary Council (CVC)

***Formal volunteering** involves giving unpaid help through a group, club or organisation (including public, private and voluntary organisations). Formal volunteer roles Typically have set hours, clear role descriptions and involve supervision by a member of staff within the group, club or organisation. Many people have formally volunteered with a variety of different organisations at some point in their lives, often dipping in and out of involvement over time.

***Informal volunteering** involves giving unpaid help as an individual to people who are not a relative. This type of voluntary activity is not coordinated by an organisation or institution and is carried out on a community level or through social action.

Civic participation also comes under the umbrella of informal volunteering, which can be defined as an individual's involvement in local affairs, including community decision making through formal roles or groups.

*Definitions above: Community Southwark





CYNNWYS

<u>Rhagarweiniad</u>	1
<u>Adnoddau</u>	1
<u>Sefydlu menter wirfoddoli</u>	3
<u>Cynnal Asesiad o anghenion cymuned</u>	3
<u>Creu nodau</u>	4
<u>Datganiad cenhadaeth</u>	4
<u>Rhoi eich tîm at ei gilydd</u>	4
<u>Dod o hyd i'ch gwirfoddolwyr</u>	5
<u>Cysylltu â'r gwirfoddolwyr iawn</u>	7
<u>Cadw eich gwirfoddolwyr</u>	8
<u>Gwerthuso neu adolygu</u>	9
<u>Gwerthfawrogi'r manteision</u>	11
<u>Arfer a pholisïau da</u>	13
<u>Polisi Gwirfoddoli</u>	14
<u>Polisi Cydraddoldeb, Amrywiaeth a Chynhwysiant</u>	15
<u>Polisi Diogelu</u>	16
<u>Gweithdrefnau Iechyd a Diogelwch</u>	16
<u>Proses Cefnogi a Goruchwylio</u>	17
<u>Gweithdrefn 'Os yw problemau'n codi'</u>	17
<u>Treuliau</u>	18
<u>Hyfforddiant</u>	18
<u>Yswiriant</u>	19
<u>Grwpiau cymunedol</u>	20
<u>Beth yw dogfen lywodraethu?</u>	20
<u>Beth yw strwythur cyfreithiol?</u>	21
<u>Gwirfoddoli Anffurfiol</u>	22
<u>I Gloi</u>	23

Mae bron i
42,000 o
fudiadau
gwirfoddol yng
Nghymru

Mae 6 995
o elusennau
cofrestrdig ar
draws Cymru

Gwirfoddolodd
26% o bobl am o
leiaf un diwrnod y
flwyddyn

“Mae'r weithred
leiaf o garedigrwydd werth
mwy na'r bwriad mwyaf aruchel.”
Oscar Wilde



CONTENTS

<u>Introduction</u>	1
<u>Resources</u>	1
<u>Setting up a volunteering Initiative</u>	3
<u>Community needs assessment</u>	4
<u>Creating goals</u>	4
<u>Mission statement</u>	4
<u>Put together your team</u>	5
<u>Find your volunteers</u>	5
<u>Approach the right volunteers</u>	7
<u>Keeping your volunteers</u>	8
<u>Evaluation or review</u>	9
<u>Appreciating the benefits</u>	11
<u>Good practice and policies</u>	13
<u>Volunteering Policy</u>	15
<u>An Equality, Diversity and Inclusion Policy</u>	15
<u>A Safeguarding Policy</u>	16
<u>Health and Safety procedures</u>	16
<u>A Support and Supervision process</u>	17
<u>An 'If problems arise' procedure</u>	17
<u>Expenses</u>	18
<u>Training</u>	18
<u>Insurance</u>	19
<u>Community groups</u>	20
<u>What is a governing document?</u>	21
<u>What is a legal structure</u>	21
<u>Informal Volunteering</u>	22
<u>In Conclusion</u>	23

*National Survey of Wales WCVA Last update 2019



Almost 42,000
Voluntary organisations
within Wales

6 995
registered charities
across Wales

26% of people
volunteered at
least one day a
year

“The smallest act of kindness is worth more than the grandest intention.”
Oscar Wilde



C**RHAGARWEINIAD**

Os ydych yn defnyddio gwirfoddolwyr yn eich mudiad i gefnogi'r gwaith o ddarparu gwasanaethau, mae'n bwysig eich bod yn ymrwymo i'w trin yn barchus, i'w cadw'n ddiogel ac i werthfawrogi eu cyfraniad.

Er mwyn sicrhau bod pawb yn ymwybodol o le gwirfoddolwyr yn eich mudiad, ac i wneud yn siŵr fod gwirfoddolwyr yn cael eu trin yn gyfartal a chyson, mae angen ichi gael y polisiau a'r gweithdrefnau iawn ar waith.

Yn ddelfrydol, dylai unrhyw ddogfennau sy'n cefnogi prosiectau gwirfoddoli fod yn 'addas i wirfoddolwyr' ac osgoi unrhyw jargon neu ffurfioldeb diangen.

Os ydych yn sefydlu prosiect gwirfoddoli newydd, neu'n bwriadu ffurfioli menter wirfoddoli gymunedol sy'n bod yn barod, mae digon o wybodaeth a chefnogaeth i'ch helpu.

Pob lwc

E**INTRODUCTION**

If you involve volunteers in your organisation to support the provision of services, it is important that you commit to treating them respectfully, keeping them safe and valuing their contribution. To ensure that everyone is aware of the place of volunteers in your organisation, and to make sure volunteers are treated equally and consistently, you need to have the right policies and procedures in place.

Ideally any documents that support volunteer projects should be 'volunteer friendly' and avoid any unnecessary jargon or formality.

Whether you are setting up a new volunteering project, or aiming to formalise an existing community volunteering initiative, there is plenty of information and support to help you.

Good luck

Links to websites and other information are underlined

ADNODDAUCAVS a thîm gwirfoddoli CAVS

- Gwybodaeth, newyddion, cyfleoedd, rhwydweithio, cyllid, hyfforddiant trydydd sector: Hafan - CGGSC~CAVS
- Gwybodaeth a chyfleoedd gwirfoddoli i fudiadau sy'n defnyddio gwirfoddolwyr
- Hyfforddiant dwyieithog, ar-lein, rhad ac am ddim ar gyfer rheolwyr gwirfoddolwyr a gwirfoddolwyr: Porth Dysgu - CGGSC~CAVS
- Rydym hefyd yn gallu eich cefnogi'n unigol i ddatblygu polisiau newydd, cynnig adborth cadarnhaol ar eich polisiau presennol, a thrafod yr holl faterion arfer da. Cofiwch gysylltu: 📧 volunteering@cavs.org.uk ☎️ 01267 245555

**RESOURCES**CAVS and CAVS' volunteering team

- Third sector information, news, opportunities, networking, funding, training: <http://www.cavs.org.uk>

**CAVS**

Gwirfoddoli
Llywodraethiant
Ymgysylltu
Hyfforddiant
Cyllido
Mentrau
Cymdeithasol
Rhwydweithiau
Partneriaethau
Prosiectau



CAVS

Volunteering
Governance
Engagement
Training
Funding
Social Enterprise
Networks
Partnerships
Projects

- Information and networking opportunities for organisations that involve volunteers: [Volunteering: for Organisations - CGGSC~CAVS](#)
- Free, bilingual on-line training for volunteer managers and volunteers: [Learning Portal - CGGSC~CAVS](#)
- We are also able to support you individually to develop new policies, give constructive feedback on your existing policies, and discuss all good practice issues.

Please get in touch: ✉ volunteering@cavs.org.uk ☎ 01267 245555



Cymorth Trydydd Sector Cymru
Hwb Gwybodaeth – taflenni gwybodaeth,
rhwydweithio, a chyfleoedd hyfforddiant:
[Home - Cefnogi Trydydd Sector Cymru](#)
(thirdsectorsupport.wales)

Third Sector Support Wales
Knowledge Hub – information sheets,
networking, and training opportunities:
thirdsectorsupport.wales

Infoengine / Dewis Wales
Cyfeiriadur Cymru gyfan ar gyfer
gwasanaethau trydydd sector a
chymunedol - cyfle i weld beth sy'n
digwydd yn lleol: [infoengine: Chwilio](#)
[am wasanaethau yn eich cymuned](#)

Infoengine / Dewis Wales
Wales wide directory of third sector and
community services – see what is
happening locally: [infoengine: Find](#)
[services in your community](#)

Gwirfoddoli Cymru
Gofod Cymru gyfan i hyrwyddo eich rolau
gwirfoddoli: [Croeso – Gwirfoddoli](#)
[Cymru \(volunteering-wales.net\)](#)

Volunteering Wales
Wales wide place to promote your
volunteering roles: [Welcome -](#)
[Volunteering Wales \(volunteering-](#)
[wales.net\)](#)

Cysylltu Sir Gâr
Llwyfan Sir Gaerfyrddin ar gyfer cysylltu â
rhaglen Gwasanaethau Ataliol Sir
Gaerfyrddin, lle i hyrwyddo eich
gweithgareddau a digwyddiadau yn
ogystal â rhannu storiâu newyddion da
o'ch cymuned: cysylltusirgar.org.uk

Connecting Carmarthenshire
Carmarthenshire's platform for linking up
with the Connecting Carmarthenshire
programme of Preventative Services, a
place to promote your activities and
events as well as share community feel
good stories: [shire.org.uk](http://connectcarmarthen-
<a href=)

Mae hefyd nifer o badledi ar gyfer Sir Gaerfyrddin yn benodol ee. [Clymblaid dementia](#),
[Cyfeiriadur Catalyddion Gofal PLANED](#), [cyllid CAVS](#), [Hywel Dda](#).

There are also a number of Carmarthenshire specific padlets eg. [Dementia coalition](#),
[PLANED Catalyst for Care directory](#), [CAVS funding](#), [Hywel Dda](#).



infoengine



infoengine

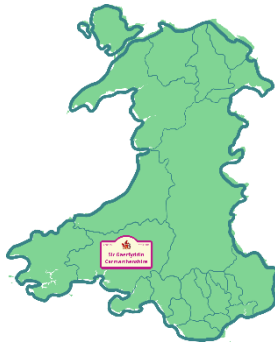


SEFYDLU MENTER WIRFODDOLI

Bydd y pwyntiau yn y canllaw hwn yn mynd â chi drwy'r broses o sefydlu menter yn ogystal â chynnig nifer o ffynonellau cefnogaeth. Mae polisïau a gweithdrefnau i'w hystyried ynghyd ag effaith anghenion a dylanwadau ehangach y gymuned, y byddwn yn rhagdybio eu bod ar waith ar gyfer rhan un, ac y cyfeirir atynt yn fras yn ail a thrydedd agwedd y ddogfen.

Mae pob prosiect yn wahanol felly byddai'n werth siarad ag aelod o'ch Cyngor Gwirfoddoli Sirol i gael cyngor ac arweiniad gan y byddant yn gallu edrych ar eich anghenion mewn ffordd bersonol.

[Cymdeithas Gwasanaethau Gwirfoddol Sir Gaerfyrddin](#)
Cymdeithas Gwasanaethau Gwirfoddol Sir Gaerfyrddin:
18 Stryd y Frenhines,
Caerfyrddin, Sir Gaerfyrddin.
SA31 1JT. 01267 245555
admin@cavs.org.uk

**SETTING UP A VOLUNTEERING INITIATIVE**

The points within this guide will take you through the process of setting up an initiative as well as offer a few sources of support. There are policies and procedures to consider as well as the impact of wider community needs and influences, which shall be assumed are in place for part one and touched upon within the second and third aspects of the document.

Every project is different and so it would be worthwhile speaking to a member of your County Voluntary Council for advice and guidance as they will be able to take a personalised approach to addressing your needs.

[Carmarthenshire Association of Voluntary Services](#)
Carmarthenshire Association of Voluntary Services:
18 Queen Street, Carmarthen,
Carmarthenshire.
SA31 1JT. 01267 245555
admin@cavs.org.uk

CYNNAL ASESIAD O ANGHENION CYMUNED (Cewch wybod a oes eich angen?)

Nid oes rhaid i hyn fod yn gymhleth gan y dylech yn ddelfrydol wirio a oes rhywun yn eich cymuned eisoes yn gwneud yr hyn yr ydych am ei wneud. Os felly, beth sy'n eich gwneud chi'n ddigon gwahanol i'r gymuned fod eich eisïau? Bydd hyn yn eich helpu i hyrwyddo eich gwasanaeth a bydd hefyd yn rhoi partner posib ichi ar gyfer ceisiadau am arian i'r dyfodol.

Dylai eich asesiad cymunedol eich helpu i lunio eich gwaith o gwmpas eu hanghenion, yn ogystal â darparu'r dystiolaeth sydd ei hangen ar gyfer y ceisiadau am arian hynny i'r dyfodol. Byddwch yn glir a chryno a chynhwyswch gwestiynau yn seiliedig ar ddata yn ogystal â rhai sgrysiol. Casglwch ddyfyniadau a datganiadau effaith posib.

CONDUCT A COMMUNITY NEEDS ASSESSMENT (Find out if you are needed?)

This doesn't need to be complicated as you should ideally check if there is already someone in your community doing what you want to do. If so, what makes you different enough to be needed by your community? This will help you promote your service and also give you a potential partner for future funding applications.

Your community assessment should help you form your work around their needs, as well as provide the evidence needed for those future funding applications. Be clear and concise and include both data driven questions as well as conversational ones. Collect quotes and potential impact statements.



CREU NODAU AR GYFER EICH RHAGLEN WIRFODDOLI

Dylai eich nodau fod yn SMART er mwyn cefnogi canlyniad clir a chyraeddadwy. Gallwch wastad fynd yn ôl at y rhain wrth wneud penderfyniadau eraill.

Penodol
Mesuradwy
Cyraeddadwy
Perthnasol
fewn cyfnod o amser

CREATE GOALS FOR YOUR VOLUNTEER PROGRAM

Your goals should be SMART to support a clear and achievable outcome. You can always go back to these when making other decisions.

Specific
Measurable
Attainable
Relevant
Time-bound



CREU EICH DATGANIAD CENHADAETH

Bydd hyn yn helpu llywio eich rhaglen gyfan a dylai gefnogi nod eich rhaglen. Gall datganiad cenhadaeth cryf hybu eich ymdrechion marchnata trwy roi gwybod i ddarpar wirfoddolwyr beth allent ei ddisgwyl o'u hamser gyda'ch mudiad.

CREATE YOUR MISSION STATEMENT

This will help guide your entire program and should support your program's goal. A strong mission statement can boost your marketing efforts by telling prospective volunteers what they can expect from their time with your organization.

RHOI EICH TÎM AT EI GILYDD

Mae angen arweinyddiaeth ar bob tîm, felly mae'n bwysig gwybod pwy sy'n gwneud beth a beth yw eu cyfrifoldebau. Efallai y bydd gan grwpiau bychain un person sy'n gyfrifol am y rhaglen wirfoddoli gyfan. Os felly, bydd angen iddynt fod yn feistr ar nifer fawr o bethau. Efallai y bydd gan grwpiau mwy gydlynedd gwirfoddoli, trefnydd hyfforddiant, cydlynedd marchnata ynghyd â nifer o rolau eraill, sydd oll yn cefnogi'r rhaglen a'r gwirfoddolwyr.



Bydd cydlynedd gwirfoddoli yn rôl am dâl, os yn defnyddio gwirfoddolwyr ffurfiol. Maent yn gyfrifol am ddenu a phenodi, darparu hyfforddiant, trefnu goruchwyliaeth, cadw cofnodion, a chadw eu gwirfoddolwyr yn ddiogel. Maent mewn sefyllfa i adnabod eu gwirfoddolwyr ac i ymateb i'w hanghenion yn ôl y galw. Dylent ofalu hefyd fod gwirfoddolwyr yn cael eu cydnabod am eu rolau gwirfoddoli.

PUT TOGETHER YOUR TEAM

All teams need leadership, so it is important to know who does what and what their responsibilities are. Small groups may have one person who oversees the whole volunteer program. If this is the case, they will need to be a master of many things. Larger groups may have a volunteer coordinator, a training facilitator, a marketing coordinator as well as various other roles, who all support the program and the volunteers.

A volunteer coordinator will be a paid role, if engaging formal volunteers. They are responsible for recruitment and selection, training provision, arranging supervision, maintaining records, and keeping their volunteers safe. They are in a position to know their volunteers and respond to their needs accordingly. They should also ensure that volunteers are recognised for their volunteering roles.

DOD O HYD I'CH GWIRFODDOLWYR

Mae dod o hyd i'r bobl iawn ar gyfer eich rhaglen yn golygu penderfynu beth rydych am iddyn nhw ei wneud, beth fyddent yn ei gael o gefnogi eich rhaglen a gofalu fod gennych yr holl systemau ar waith i'w cadw'n ddiogel.

Mae angen i'ch disgrifiadau rôl ar gyfer gwirfoddolwyr fod yn glir a chryno a rhoi gwybodaeth y maen nhw'n ei deall i ddarpar wirfoddolwyr.

Dylai'r teitl ddweud beth ydyw heb dermau sy'n drysu.

Gofalwch eich bod yn cynnwys beth fydd disgwyl iddynt ei wneud. Byddwch yn glir ac esboniwch beth sy'n ddisgwyliedig ganddynt a phwy fydd yn eu cefnogi.

Mae hon yn rôl wirfoddol felly cofiwch beidio rhoi gormod o faich ar y gwirfoddolydd na'u trin fel gweithiwr cyflogedig.

FIND YOUR VOLUNTEERS

Finding the right people for your program means identifying what it is you want them to do, what they will get out of supporting your program and ensuring that you have all the systems in place to keep them safe.

Your volunteer role descriptions need to be clear and concise and give the potential volunteer information that they understand.

The title should say what it is without terms that confuse.

Ensure that you include what they will be expected to do. Be clear and informative stating what is expected of them and who will support them.

This is a voluntary role so remember not to over burden the volunteer or treat them as a paid employee.



Esboniwch yn glir pa sgiliau a chymwysterau sydd ganddynt fyddai'n helpu yn y rôl.

Wrth nodi gofynion amser neu argaeledd mae'n bwysig cydnabod fod arferion gwirfoddoli wedi newid.

Mae gwirfoddolwyr yn hoffi elfen gref o hyblygrwydd, felly os allwch gefnogi hynny cofiwch dynnu sylw at hynny. (Wyneb yn wyneb, rhithiol a chyfunol).

Peidiwch anghofio cynnwys ymhle fydd y rôl yn cael ei lleoli ac os oes mwy nac un safle, efallai hyd yn oed os all gwirfoddolwyr ddewis ymhle fyddant yn gweithio.

Mae tynnu sylw at gyfleoedd hyfforddiant yn gallu bod yn arf recriwtio effeithiol.

Os oes angen archwiliadau cefndir, mae angen ichi roi gwybod i'r darpar wirfoddolydd cyn iddynt wneud cais - archwiliad DBS er enghraifft. Mae hyn yn ymwneud â beth all a beth na all gwirfoddolydd ei wneud, felly os ydych yn hyrwyddo mwy nac un rôl ag iddynt ddisgwyliadau gwahanol, mae angen i wirfoddolwyr ddeall pa rôl sydd orau iddyn nhw.

Gellir annog gwirfoddolwyr i ymuno â chi, yn hytrach na grŵp arall, trwy edrych ar fanteision eich rôl chi e.e. Datblygu rhai sgiliau, archwilio cyfleoedd penodol, darparu cysylltiadau penodol, byddwch yn talu treuliau teithio ac ati. Rhestrwch gyswllt penodol.

Clearly explain what skills and qualifications they have that would help in the role.

When stating time requirements or availability it is important to recognise that volunteering trends have changed.

Volunteers prefer a higher level of flexibility so if you can support this, please highlight it. (In-person, virtual and blended).

Don't forget to include where the role will be located and if there are split sites, perhaps even if volunteers can choose where they are based.

Highlighting training opportunities can be an effective recruitment tool.

If background checking is needed, you need to tell the potential volunteer before they apply – DBS checking for instance. This is about what a volunteer can and cannot do so if you are promoting more than one role with different expectations, volunteers need to understand where they are a good fit.

Effectively encouraging volunteers to join you, rather than another group, can be achieved through exploring the benefits of your role e.g. Develop certain skills, explore certain opportunities, provide certain links, will pay travel expenses etc. List a specific contact.

Unwaith y mae'r holl wybodaeth hon gennych y cam nesaf yw ...
Once you have this information you can then ...

CYSYLLTU Â'R GWIRFODDOLWYR IAWN



Gall y broses recriwtio fod mor ffurfiol neu anffurfiol ag yr ydych am iddi fod.

Gall hysbysebu fod yn lleol iawn neu ledled y sir a gallai fod y tro cyntaf y gwelodd rhywun rôl wirfoddoli'n cael ei hyrwyddo. Unwaith eto, byddwch yn glir a chryno a dilynwch yr un rheolau ag ar gyfer rhoi'r rôl at ei gilydd. Meddyliwch am astudiaethau enghreifftiol, lluniau lleol, defnyddio Facebook, eich gwefan eich hun, lleoliadau cymunedol, radio lleol, taflenni, poster, gwefannau allanol, creu TikTok, papur newyddion lleol, X (Twitter gynt), Linkd In, blogio, hyrwyddo mewn digwyddiadau, e-bost, ar lafar, Instagram, rhwydweithiau ac ati.

Dylai'r hyn rydych yn ei ddewis adlewyrchu eich cynllun marchnata a chysylltu'n ôl â'ch nodau SMART.

Pan dderbyniwch eich ceisiadau sut fyddwch chi'n delio â nhw? Fyddwch chi'n penderfynu gofyn i'r ymgeisyddion lenwi ffurflen gais a danfon llythyr cefndir, fyddwch chi'n derbyn cais fideo neu a fyddwch yn dewis gweld pawb sydd wedi gwneud cais?

Mae'n bwysig hefyd eich bod yn darparu gwybodaeth gyswllt rhag ofn fod gan y darpar wirfoddolydd gwestiynau a dylech ystyried manteision ceisiadau ar-lein.

Gall eich cyfweiliad gynnwys cwestiynau mewn swyddfa, sgwrs mewn caffi neu goffi yng nghartref y darpar wirfoddolydd. Bydd hyn, eto, yn cael ei benderfynu gan y rôl. Mae'n hollbwysig sicrhau, pa leoliad bynnag a ddewisir, ei fod yn hygyrch i bawb a'i fod yn cydymffurfio â'ch polisïau iechyd a diogelwch.

APPROACH THE RIGHT VOLUNTEERS


The recruitment process can be as formal or informal as you need it to be.

Advertising may be very local or county wide and could be the first time someone has seen the promotion of a volunteering role. Again, be clear and concise and follow the same rules as putting the role together. Consider case studies, local images, using Facebook, your own website, community venues, local radio, leaflets, posters, external websites, creating a TikTok, local newspaper, X (formerly Twitter), Linkd In, blogging, promoting at events, email, word of mouth, Instagram, networks etc. What you choose should reflect your marketing plan and links back to your SMART goals.

When you receive your applications how will you proceed? Will you choose to ask the applicants to complete an application form with a covering letter, will you accept a video application or simply choose to see everyone who has responded?

It is also important to provide contact information should the potential volunteer have questions, and you should consider the benefits of online applications.

Your interview can consist of questions in an office, a chat in a café or coffee at the potential volunteer's home. This, again, will be determined by the role. It is essential to ensure that whatever venue is chosen that it is accessible to all as well as adheres to your health and safety policies.




Mae argraffiadau cyntaf yn bwysig yn ogystal â'r ymatebion eu hunain, gan gofio fod hon yn rôl wirfoddol ddylai arwain a llywio'r penderfyniadau a wnewch.

Wedi ichi benderfynu pwy all wirfoddoli gyda chi, cysylltwch â nhw'n uniongyrchol a chynigiwch y rôl iddynt. Bydd pa rôl yw honno hefyd yn penderfynu pa gamau eraill y bydd angen ichi eu cymryd. Efallai y bydd angen ichi gael geirda neu gynnal gwiriad DBS neu wirio eu hawl i wirfoddoli yn y DG. Gofalwch eich bod yn esbonio'r broses hon i'r gwirfoddolydd ac awgrymwch ddyddiad cychwyn (gan ddibynnu ar wiriadau os yn berthnasol), manylion eu cyswllt o fewn eich menter a gwybodaeth am eu cyfnod cynefino.

Wedi ichi benderfynu pwy na all wirfoddoli gyda chi, cysylltwch â nhw'n uniongyrchol ac esboniwch y rhesymau yn ofalus. Mae'n bwysig ystyried eu llesiant nhw a gall fod yn gymorth awgrymu rolau eraill neu eu cyfeirio at eu Cyngor Gwirfoddol Sirol. Gall y penderfyniadau anodd hyn effeithio ar eich llesiant chithau, felly gofalwch fod gennych gefnogaeth addas.

CADW EICH GWIRFODDOLWYR



Unwaith y mae eich gwirfoddolwyr wedi cychwyn ar eu gwaith, ac yn cefnogi eich menter, mae'n hanfodol sicrhau eu bod yn cael eu rheoli'n dda. Mae cyfathrebu clir, disgwyladau dealladwy a rhaglen o werthfawrogiad oll yn cyfrannu at brofiad gwirfoddoli da.

Mae datblygu perthnasoedd gyda'ch gwirfoddolwyr yn dangos eich bod yn gwerthfawrogi eu hamser a hwythau fel unigolion, felly adeiladwch hyn yn eu cefnogaeth a'u goruchwyliaeth a chofiwch gysylltu â nhw'n rheolaidd.

First impressions are important as well as the actual responses, remembering that this is a voluntary role which should furthermore guide you in your actions.

When you have decided who can volunteer with you, contact them directly and offer them the role. Depending on what that role is will also determine what other steps you will now take. You may need to take up a reference or carry out a DBS check or check their right to volunteer in the UK. Ensure that you explain this process to the volunteer and suggest a start date (checks dependent if relevant), details of their contact within your initiative and information about their induction.

When you have decided who *cannot* volunteer with you, contact them directly and respectfully explain the reasons. It is important to consider their wellbeing and can be helpful to recommend alternative roles or refer them to their local CVC. These difficult decisions can also impact your wellbeing so ensure that you have suitable support.

KEEPING YOUR VOLUNTEERS

Once your volunteers are in place, and supporting your initiative, it is essential to ensure that they are managed well. Clear communication, understandable expectations and a program of appreciation all contribute to a good volunteering experience.

Mae cydnabod gwirfoddolwyr mor syml â dweud 'diolch yn fawr', 'gwaith gwych heddiw'. Mae'n fater o gofio'r rôl bwysig maent yn ei chyflawni, er enghraifft: ffilmio 'fideo diolch yn fawr' trwy gydol y flwyddyn, trefnu noson allan, cynnal gala, danfon llythyrau o'r gymuned,

ysgrifennu nodiadau diolch personol, rhannu stori wirfoddoli yn eich cylchlythyr, trefnu bore coffi, dod â thoesgnau i'w rhannu, gofyn am adborth a dangos eich bod yn gwrando ar eich gwirfoddolwyr, arddangos dyfyniadau gan wirfoddolwyr, dathlu yn ystod wythnos gwirfoddoli, cynnal BBQ, cysylltu â'ch Cyngor Gwirfoddoli Sirol lleol, postio am eich gwirfoddolwyr ar gyfryngau cymdeithasol, rhannu gwên ac ystum i gydnabod, gofyn i'ch gwirfoddolwyr sut maen nhw a rhoi gwybod iddynt fod eu hiechyd a llesiant yn bwysig, rhoi gwybod i wirfoddolwyr am swyddi mewnol, rhoi gwybod i'ch gwirfoddolwyr am y gwahaniaeth maen nhw'n ei wneud, tyngu ffotograff grŵp, mesur eu heffaith ac ati.

Developing relationships with your volunteers shows that you value their time and them as individuals so build this into their support and supervision and remember to check-in regularly.

Volunteer recognition is as simple as saying 'thank you', 'great job today'. It is about remembering the important role they play, for instance: film a 'thank you video' throughout the year, plan a night out, host a gala, send letters from the community, write personalised thank you notes, share a volunteer story in your newsletter, have a coffee morning, bring doughnuts to share, seek feedback and show that you listen to your volunteers, display volunteer quotes, celebrate during volunteers week, host a BBQ, link up with your local CVC, post about your volunteers on social media, share a smile and a nod of recognition, ask your volunteers how they are and let them know that their health and wellbeing are important, let volunteers know about internal jobs, let your volunteers know about the impact they are making, take a group photograph, quantify their impact etc.

GWERTHUSO neu adolygu

★★★★☆
Rhan olaf y broses yw gweld pa mor effeithiol y mae wedi gweithio. Mae'r fenter yn galw am amser a mewnbwn staff felly mae'n hanfodol gofalu y defnyddiwyd y naill a'r llall yn ddoeth.

Edrychwch dros y proffiliau rolau gwirfoddoli a gofynnwch i'r gwirfoddolwyr am eu barn. A ellid gwneud ambell newid iddynt i ddenu mwy o bobl, neu bobl wahanol?

Wnaethoch chi hysbysebu'r rolau yn y lleoedd iawn?

EVALUATION or review

The last part of the process is to see how effectively it has worked. The initiative requires time and staff input so it is essential to make sure that both were used wisely.

Review the volunteer role profiles and ask the volunteers for their views. Could they be tweaked to attract more, or different people?

Did you advertise the roles in the right places?

Holwch eich gwirfoddolwyr am y broses recriwtio yn gyffredinol. Holwch nhw am y cyfweiliad, am y ffordd y cawsant wybod y buont yn llwyddiannus, eu gwahoddiad i gychwyn ac ati.

Ask your volunteers about the recruitment process as a whole. Check views on the interview, on the way in which they were informed of their success, their invitation to start etc.

Beth yw lefelau presenoldeb y gwirfoddolwyr? A yw'r data'n dangos eu bod oll yn dod i'r gwaith, nad yw rhai ohonynt yn dod ar rai dyddiau penodol, fod rôl benodol yn creu problemau? Gall hyn gynnig tystiolaeth wirioneddol fod angen addasu rolau a chael sgwrs bellach gyda gwirfoddolwyr.

What is the volunteer's attendance like? Does the data show that they all turn up, that certain days always provide a no-show, that a certain role is problematic? This can provide real evidence of a need to adjust roles and talk to volunteers further.

Gall cyfanswm yr holl oriau gwirfoddoli helpu pennu gwerth ariannol pob gwirfoddolydd. Gall y data hwn gefnogi ceisiadau am arian.

The total number of volunteering hours can help determine the financial value of each volunteer. This data can support funding applications.

Mae adolygu eich strategaeth gyfathrebu yn darparu data hollbwysig ac yn helpu cael gwell trefn ar eich arferion presennol.

Ydych chi'n defnyddio'r llwyfannau cyfryngau cymdeithasol iawn ar gyfer eich grŵp gwirfoddoli delfrydol? Ydych chi'n defnyddio'r cyfryngau mwyaf effeithiol a chefnogol wrth ymgysylltu â'ch gwirfoddolwyr?

Reviewing your communication strategy provides vital data and helps streamline your current practice. Are you using the right social media platforms for your ideal volunteering group? Are you using the most effective and supportive mediums whilst engaging with your volunteers?

Allwch chi adnabod gwirfoddolwyr penodol sy'n cyflawni gwaith sydd y tu hwnt i ddisgwyliadau'r rôl? Mae'r gwirfoddolwyr hyn yn ymgeisyddion ar gyfer gwobrau gwirfoddoli ffurfiol a gall y wybodaeth hon gefnogi eu henwebiadau. Mae'n bwysig fod gwirfoddolwyr yn gweld un o'u cydweithwyr yn cael eu cydnabod. A fyddai'n briodol gofyn i'r gwirfoddolwyr hyn helpu datblygu rhaglen gyfeillio?

Can you identify specific volunteers whose performance is above and beyond the expectation of the role? These volunteers are candidates for formal volunteering awards and this information can support their nominations. It is important for volunteers to see one of their colleagues being recognised. Would it be appropriate to ask these volunteers to help develop a buddying program?

Edrychwch dros eich gwybodaeth am ymadawiad gwirfoddolwyr. Pam maen nhw wedi gadael? A ellid fod wedi osgoi hynny? A yw hyn yn rhywbeth i'w ystyried gyda gwirfoddolwyr tebyg?

Review your volunteer exit information. Why have they left? Could it have been avoided? Is this something to consider with similar volunteers?

Nid yw gwerthuso o reidrwydd yn golygu diwedd menter. Gellir ei ystyried yn ADOLYGIAD ar unrhyw adeg i gefnogi llwyddiant y rhaglen. Mae barn gwirfoddolwyr yn hanfodol, felly bydd cynnwys eu syniadau yn eich gwerthusiad yn cynhyrchu llwyth o ddata ansoddol i **WEITHREDU** arno.

Evaluation doesn't necessarily indicate the end of an initiative. This can be viewed as a REVIEW at any point to support the success of the program. Volunteers' views are essential, so building their thoughts into your evaluation will produce a wealth of qualitative data to **ACT** on.

GWERTHFAWROGI MANTEISION sefydlu Menter Wirfoddoli

Gall gwirfoddolwyr fod yn adnodd anhygoel i unrhyw fenter ac wrth adeiladu ymddiriedaeth yn eich enw a'ch gwasanaethau gallant gyfrannu at gydnabod eich awdurdod, profiad ac arbenigedd yn eich maes.

Gall rhai o'r pwyntiau canlynol gefnogi eich gwaith casglu data, dathliadau a datblygu perthnasoedd ymhellach...

APPRECIATING THE BENEFITS of setting up a Volunteer Initiative

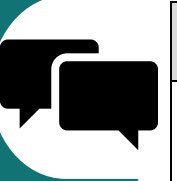
Volunteers can be a magical resource for any initiative and, whilst building trust in your name and your services, can contribute to the recognition of your authority, experience and expertise in your field.

Some of the following points may support your data collections, celebrations and further development of relationships...

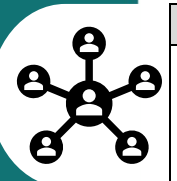
GWIRFODDOLWYR	VOLUNTEERS
<p>Twf a datblygiad personol. Mwy o ymdeimlad o bwrpas a chyflawni. Cyfleoedd i ddysgu sgiliau newydd a magu profiad. Gwella llesiant meddyliol a chorfforol. Mwy o hunanhyder a hunan-barch. Ehangu rhwydwaith a chysylltiadau cymdeithasol. Datblygu galluoedd arwain a gwaith tîm. Ymdeimlad o falchder a boddhad wrth wneud gwahaniaeth. Archwilio posibiliadau gyrfaoel a phroffesiynol. Meithrin sgiliau a phrofiadau bywyd gwerthfawr.</p>	<p>Personal growth and development. Enhanced sense of purpose and fulfilment. Opportunities to learn new skills and gain experience. Improved mental and physical well-being. Increased self-confidence and self-esteem. Expanded social network and connections. Development of leadership and teamwork abilities. Sense of pride and satisfaction in making a difference. Career exploration and professional advancement. Acquisition of valuable life skills and experiences.</p>



CYMUNEDAU SIR GAERFYRDDIN	CARMARTHENSHIRE COMMUNITIES
<p>Gwell mynediad at wasanaethau ac adnoddau hanfodol.</p> <p>Cryfhau cydlynedd cymdeithasol a chlymau cymunedol.</p> <p>Hyrwyddo amrywiaeth, cynhwysiant, a chydreddoldeb.</p> <p>Gwell ansawdd bywyd i ddinasyddion.</p> <p>Adfywio cymdogaethau a llecynnau cyhoeddus.</p> <p>Cefnogaeth i boblogaethau bregus a grwpiau a gafodd eu hymylu.</p> <p>Mwy o ymgysylltiad a chyfranogiad dinesig.</p> <p>Hyrwyddo cynaliadwyedd amgylcheddol ac ymdrechion cadwraethol.</p> <p>Llai o droseddu a gwella diogelwch cyhoeddus.</p> <p>Creu cymuned fwy bywiog a chydnerth.</p>	<p>Increased access to essential services and resources.</p> <p>Strengthened social cohesion and community bonds.</p> <p>Promotion of diversity, inclusion, and equity.</p> <p>Enhanced quality of life for citizens.</p> <p>Revitalization of neighbourhoods and public spaces.</p> <p>Support for vulnerable populations and marginalised groups.</p> <p>Heightened civic engagement and participation.</p> <p>Promotion of environmental sustainability and conservation efforts.</p> <p>Reduction of crime and improvement of public safety</p> <p>Creation of a more vibrant and resilient community.</p>



GRWPIAU, ELUSENNAU, MENTRAU CYMDEITHASOL ac ati...	GROUP, CHARITY, SOCIAL ENTERPRISE etc...
<p>Gwella'r gallu i gyflwyno rhaglenni a gwasanaethau.</p> <p>Amrywio arbenigedd a safbwyntiau.</p> <p>Ehangu gwaith allgymorth ac argraff.</p> <p>Cryfhau diwylliant a moral sefydliadol.</p> <p>Meithrin cefnogwyr ac eiriolwyr hirdymor.</p> <p>Codi mwy o arian ac ymgysylltu â rhoddwyr.</p> <p>Tynnu mwy o sylw at genhadaeth a gwerthoedd y mudiad.</p> <p>Gwella effeithlonrwydd gweithredol a chost-effeithiolrwydd.</p> <p>Sefydlu partneriaethau a chydweithrediaidau strategol.</p> <p>Cynnal twf a chydnerthedd yn wyneb heriau.</p>	<p>Augmented capacity to deliver programs and services.</p> <p>Diversification of expertise and perspectives.</p> <p>Expansion of outreach and impact.</p> <p>Strengthened organisational culture and morales.</p> <p>Cultivation of long-term supporters and advocates.</p> <p>Enhanced fundraising and donor engagement.</p> <p>Amplification of the organisation's mission and values.</p> <p>Improved operational efficiency and cost-effectiveness.</p> <p>Establishment of strategic partnerships and collaborations.</p> <p>Sustained growth and resilience in the face of challenges.</p>



Y GYMDEITHAS EHANGACH	WIDER SOCIETY
<p>Mynd i'r afael â materion systemig a hyrwyddo cyfiawnder cymdeithasol.</p> <p>Hyrwyddo hawliau dynol ac urddas i bob unigolyn.</p> <p>Meithrin empathi, trugaredd ac allgaredd.</p> <p>Adeiladu ymddiriedaeth, cydgyfnewidiaeth, a chyfalaf cymdeithasol.</p> <p>Cryfhau sefydliadau democrataidd a chymdeithas ddinesig.</p> <p>Hyrwyddo nodau datblygu cynaliadwy a solidaredd byd-eang.</p> <p>Lliniaru effeithiau trychinebau ac argyfyngau naturiol.</p> <p>Grymuso cymunedau a gafodd eu hymylu a chryfhau eu lleisiau.</p> <p>Pontio gagedorau a meithrin dealltwriaeth ryngddiwylliannol.</p> <p>Ysbrydoli diwylliant o gyfrifoldeb dinesig a chyd-ymdrechu.</p>	<p>Addressing systemic issues and promoting social justice.</p> <p>Advancing human rights and dignity for all individuals.</p> <p>Fostering empathy, compassion, and altruism.</p> <p>Building trust, reciprocity, and social capital.</p> <p>Strengthening democratic institutions and civil society.</p> <p>Advancing sustainable development goals and global solidarity.</p> <p>Mitigating the impacts of natural disasters and emergencies.</p> <p>Empowering marginalized communities and amplifying their voices.</p> <p>Bridging divides and fostering intercultural understanding.</p> <p>Inspiring a culture of civic responsibility and collective action.</p>



Cafodd *Pandemig COVID-19* effaith bellgyrhaeddol ar wirfoddoli a grwpiau ac elusennau sy'n cynnwys gwirfoddolwyr yn eu gwaith. Gwelsom hefyd ffrwydrad mewn gweithredu cymunedol.

Dyma efallai'r amser i ystyried a oes angen newidiadau gweithredol, i ddiweddarau dogfennau llywodraethu yn unol ag arfer newydd a diwygio polisiau i adlewyrchu'r symud ymlaen hwn.

Cynhwysir y wybodaeth ganlynol er gwybodaeth, ynghyd â phwyntiau cyfeiriol ar gyfer grwpiau cymunedol. Mae'n sicr bod awydd gan grwpiau lleol, bychain i ystyried manteision ffurfioli rhai o'u harferion.

The *COVID-19 Pandemic* has had a profound impact on volunteering and volunteer-involving groups and charities. We have also witnessed the explosion of community-led action.

Now is perhaps the time to consider if operational changes are needed, to update governing documents in line with new practice and amend policies to reflect this progress.

The following information is included as a prompt, as well as points of reference for community groups. There is certainly an appetite from small, local, groups to consider the benefits of formalising some of their practices.

ARFER A PHOLISI'AU DA

Dylai fod gan bob mudiad sy'n defnyddio gwirfoddolwyr bolisiau a gweithdrefnau cadarn ar waith.

1. Polisi Gwirfoddoli
2. Polisi Cydraddoldeb ac Amrywiaeth
3. Polisi Diogelu
4. Gweithdrefnau Iechyd a Diogelwch
5. Proses Cefnogi a Goruchwyllo
6. Gweithdrefn 'Os yw problemau'n codi'

GOOD PRACTICE AND POLICIES

All organisations that involve volunteers should have robust policies and procedures in place.

1. A Volunteering Policy
2. An Equality and Diversity Policy
3. A Safeguarding Policy
4. Health and Safety procedures
5. A Support and Supervision process
6. An 'If problems arise' procedure

A yw'r rhain yn cynnwys rolau wyneb yn wyneb, ar-lein a chyfunol neu'r ffyrdd newydd o gefnogi gwirfoddolwyr?

Do these include in-person, online and blended roles or the new ways of supporting volunteers?

Hefyd, dylai mudiadau anelu at fodloni gofynion y [cod ymarfer](#) ar gyfer gwirfoddolwyr, a darparu:

7. Treuliau personol (os yn bosib)
8. Hyfforddiant sy'n addas ar gyfer rolau'r gwirfoddolwyr
9. Yswiriant (mae angen ichi ofalu fod gwirfoddolwyr yn cael eu cynnwys yn benodol yn eich Yswiriant Atebolrwydd Cyhoeddus)

In addition, organisations should aim to meet the [code of practice](#) for volunteers, and provide:

7. Out of pocket expenses (if possible)
8. Training appropriate to volunteers' roles
9. Insurance (you need to make sure that volunteers are specifically included on your Public Liability Insurance)

Mae'r dogfennau hyn yn dibynnu ar waith eich mudiad a'r rolau y mae'r gwirfoddolwyr yn eu cyflawni, er y gall templedi polisi fod yn fan cychwyn defnyddiol. *Mae'n hollbwysig eich bod yn eu haddasu a'u diwygio i'w gwneud yn addas i'ch anghenion eich hunain.*

Gallai fod yn fuddiol ichi gynhyrchu [llawlyfr gwirfoddoli](#) sy'n cynnwys yr holl ddogfennau allweddol ar gyfer gwirfoddolwyr mewn un lle, ac all gynnwys unrhyw ffurflenni angenrheidiol ar gyfer cofnodi oriau gwirfoddoli, hyfforddiant a wnaed, ceisiadau treuliau ac ati.

These documents depend on the work of your organisation and the roles volunteers are undertaking, though policy templates can be a useful starting point. *It is essential that you adapt and amend them to suit your own needs.*

It can be beneficial for you to produce a [volunteer handbook](#) which contains all of the key documents for volunteers in one place, and which can contain any forms required to record volunteering hours, training undertaken, expense claims etc.

1. POLISI GWIRFODDOLI

Dylai polisi gwirfoddoli amlinellu'r fframwaith ar gyfer y berthynas rhwng gwirfoddolwyr a'r mudiad. Dylai fanylu ar yr hawliau, cyfrifoldebau a chefnogaeth a gynigir i wirfoddolwyr: [Model Bolisi Gwirfoddoli – Cymorth Trydydd Sector Cymru](#)

(I lawr lwytho fersiwn olygadwy o'r model bolisi hwn, neu ddogfennau templed eraill, bydd angen ichi gofrestru ar wefan CTSC)

Er bod y polisi gwirfoddoli yn canolbwyntio ar y berthynas rhwng gwirfoddolydd a mudiad, mae'n syniad da llunio *cytundeb gwirfoddoli* sydd hefyd yn amlinellu hawliau a chyfrifoldebau'r naill a'r llall.

Mae'r ddogfen hon yn ffordd o gadarnhau eu hymrwymadau i'r berthynas newydd: [Model Gytundeb Gwirfoddoli - Cymorth Trydydd Sector Cymru](#)

Mae angen i bob gwirfoddolydd gael disgrifiad swydd sy'n cynnwys yr holl dasgau sy'n rhan o'r rôl, yr ymrwymiad amser a ddisgwyllir, hyfforddiant gorfodol a gynigir a ffiniau clir i'r rôl: [Disgrifiad Rôl Gwirfoddolydd - Cymorth Trydydd Sector Cymru](#)

**(Dewch o hyd i'ch gwirfoddolwyr, tudalen 3)*



VOLUTEERING POLICY

A volunteering policy should set out the framework for the relationship between volunteers and the organisation. It should detail the rights, responsibilities and support that will be offered to volunteers: [Model Volunteering Policy - Third Sector Support Wales](#)

(To download an editable version of this model policy, and other template documents, you will need to register on the TSSW website)

Whilst the volunteering policy focuses on the relationship between volunteer and organisation, it is a good idea to draft a *volunteer agreement* which also sets the rights and responsibilities of both. This document is a way to confirm their commitments to the new relationship: [Model Volunteer Agreement - Third Sector Support Wales](#)

Every volunteer needs to have a role description which includes all tasks involved in the role, expectations of time commitment, mandatory training offered and clear role boundaries: [Volunteer Role Description - Third Sector Support Wales](#)
*([Find your volunteers](#), page 3)



2. POLISI CYDRADDOLDEB, AMRYWIAETH a CHYNHWYSIANT (EDI)

Mae gan bob mudiad gyfrifoldeb i hyrwyddo cyfleoedd cyfartal ac i atal gwahaniaethu. Mae angen hyfforddi a chefnogi gwirfoddolwyr i gyflawni eu rolau yn unol â pholisi Cydraddoldebau, Amrywiaeth a Chynhwysiant y mudiad.

Dylai prosesau denu a dewis gwirfoddolwyr gydymffurfio â'r polisi EDI. Dylai'r mudiad geisio darparu rolau sy'n hygyrch i wirfoddolwyr o bob math. Dylid nodi fod rolau gwirfoddoli ar-lein wedi creu nifer o gyfleoedd i bobl nad ydynt wedi gwirfoddoli o'r blaen efallai.

[Recrwtio, Dewis a Chynefino Gwirfoddolwyr - Cymorth Trydydd Sector Cymru](#)

EQUALITY, DIVERSITY and INCLUSION POLICY (EDI)

All organisations have a responsibility to promote equal opportunities and to prevent discrimination. Volunteers need to be trained and supported to carry out their roles in line with the organisation's Equalities, Diversity and Inclusion policy.

Volunteer recruitment and selection should adhere to the EDI policy. The organisation should aim to provide roles that are accessible to a wide range of volunteers. Note that online volunteering roles have opened up opportunities for citizens who may not have previously volunteered.

[Recruiting, Selecting and Inducting Volunteers - Third Sector Support Wales](#)



3. DIOGELU

Dylai diogelu fod yn flaenoriaeth i bob mudiad gwirfoddol, ac yn enwedig felly rai sy'n gweithio gyda phlant, pobl ifanc ac oedolion sy'n wynebu risg. Mae diogelu da a phriodol yn cynnig tawelwch meddwl i'r cyhoedd am eich mudiad ac mae'n cyfrannu at enw da'r sector yn gyffredinol. Mae'n hanfodol fod staff a gwirfoddolwyr yn gwybod beth yw eu cyfrifoldebau, â phwy ddylent siarad pan mae ganddynt bryderon a beth yw gweithdrefnau'r mudiad ynghylch rhoi gwybod am ddiwyddiad neu bryder; pe bai gwirfoddolydd yn methu cysylltu â'u trefnydd gwirfoddolwyr dylent fod yn hyderus ynghylch y camau nesaf i'w cymryd. Yn ogystal â'r ddolen ganlynol i WCVA, dylai'r mudiad wybod beth yw gweithdrefnau eu hawdurdod lleol a phwy yw eu Swyddog Diogelu.

[Diogelu - WCVA](#)

4. IECHYD & DIOGELWCH

Dylai polisi Iechyd & Diogelwch y mudiad esbonio cyfrifoldebau'r mudiad, unrhyw staff cyflogedig a gwirfoddolwyr. Mae gan bob mudiad ddyletswydd gyfreithiol i wneud yn siŵr fod staff cyflogedig a gwirfoddolwyr yn ddiogel yn yr amgylchedd gwaith ac y cynhaliwyd asesiadau risg ar rolau gwirfoddoli: [Cadw gwirfoddolwyr yn ddiogel - Hwb Gwybodaeth \(knowledgehub.cymru\)](#)

Mae hyn hefyd yn rhoi tawelwch meddwl i wirfoddolwyr eich bod yn cymryd eu llesiant o ddifrif.

SAFEGUARDING

Safeguarding should be a priority for all voluntary organisations, especially those that work with children, young people and adults at risk. Good and appropriate safeguarding provides public reassurance about your organisation and contributes to the positive reputation of the sector in general.

It is essential that both staff and volunteers are aware of their responsibilities, who to speak to when they have concerns and what the organisation's procedures of reporting are, should a volunteer be unable to contact their volunteer organiser then they should feel confident of what next steps should be taken. As well as the following WCVA link, the organisation should be aware of their local authority procedures and their Safeguarding Officer.

[Safeguarding - WCVA](#)

HEALTH & SAFETY

The organisation's Health & Safety policy should state the responsibilities of the organisation, any paid staff and volunteers. All organisations have a legal duty to make sure that paid staff and volunteers are safe in the work environment and that volunteer roles are risk assessed: [Keeping-Volunteers-Safe.pdf – Third Sector Support Wales](#)

This also reassures volunteers that you are taking their wellbeing seriously.



- Dylai asesiad risg pob gwirfoddolydd fod yn ddogfen fyw a dylai adlewyrchu newidiadau yn eu hamgylchiadau.
- Efallai y bydd rhaid ichi ddarparu asesiad risg mwy cynhwysfawr ar gyfer defnyddio adeiladau cymunedol a gwirio unrhyw ofynion Covid sydd ganddynt.

5. CEFNOGI A GORUCHWYLIO



Dylid cynnig yr un gefnogaeth ac arweiniad i wirfoddolwyr ag i staff cyflogedig. Dylid ei addasu ar gyfer lefel ymglymiad ac anghenion gwirfoddolwyr. Dylai gwirfoddolwyr gael person a enwyd yn y mudiad sy'n gyfrifol am wirfoddolwyr, fel eu bod yn gwybod at bwy i droi os ydynt yn cael unrhyw broblemau neu os oes ganddynt unrhyw ymholiadau.

Dylai gwirfoddolwyr gael y cyfle i adolygu eu rôl a'u cyflawniadau trwy sesiynau arolygu rheolaidd. Bydd pa mor aml mae'r sesiynau hyn yn digwydd yn dibynnu ar ddwyyster y rôl: [Model Ganllawiau Goruchwyllo - Cymorth Trydydd Sector Cymru](#)

6. OS YW PROBLEMAU'N CODI



Mae angen cael proses glir rhag ofn fod problemau'n codi fel bod gwirfoddolwyr yn gwybod at bwy i droi os ydynt yn cael anawsterau. Mae angen esbonio hefyd beth yw'r broses ffurfiol os derbynir cwynion am wirfoddolwyr.

[Model Bolisi Cwynion - Cymorth Trydydd Sector Cymru](#)
[Rheoli Pryderon Ynghylch Gwirfoddolwyr - Cymorth Trydydd Sector Cymru](#)

- Every volunteer's risk assessment should be a live-document and reflect changes in their circumstances.
- You may have to provide a more comprehensive risk assessment for the use of community buildings and check their on-going Covid requirements.

SUPPORT AND SUPERVISION

Support and guidance should be the same for both volunteers and paid staff. It should be adapted to the volunteer's level of involvement and needs. Volunteers should have a named person within the organisation who is responsible for volunteers, so that they know who to go to if they are experiencing any problems or have any queries.

Volunteers should have the opportunity to review their role and achievements through regular scheduled supervision sessions. How often these sessions take place will depend on the intensity of the role: [Model Supervision Guidelines - Third Sector Support Wales](#)

IF PROBLEMS ARISE

There needs to be a clear process set out in case problems arise so that volunteers are aware of who to go to if they are having difficulties. It also needs to be stated what the formal process is if complaints are received about volunteers.

[Model Complaints Policy - Third Sector Support Wales](#)
[Managing Concerns Relating to Volunteers - Third Sector Support Wales](#)



7. TREULIAU

Mae'n arfer da i fudiadau ad-dalu'r holl fân dreuliau a gytunwyd a wariwyd gan wirfoddolwyr wrth gyflawni eu rolau. Bydd hyn yn golygu gweld derbynebaw ar gyfer pethau a brynwyd, biliau ffôn wedi'u heitmeiddio ac ati.

Dylid esbonio i wirfoddolwyr sut i hawlio treuliau a dylid talu treuliau yn brydlon: [Treuliau Gwirfoddolwyr - Cymorth Trydydd Sector Cymru](#)

Gallai treuliau rhesymol gynnwys:

Teithio (yn seiliedig ar filltiroedd y daith neu gostau trafndiaeth gyhoeddus).

Costau prydau bwyd wrth wirfoddoli (yn seiliedig ar dderbynebaw. Nid yw'n syniad da talu swm penodol bob dydd – mae'n well ad-dalu'r union swm a wariwyd).

Costau ffôn & phostio (os yn gweithio gartref).

Costau offer/defnyddiau

Costau gofal plant neu gostau gofal. amgen (gellir trefnu hynny gan asiantaethau allanol hefyd).

8. HYFFORDDIANT

Mae'n bwysig fod pob mudiad yn cynnig profiad cynefino priodol a hyfforddiant parhaus i wirfoddolwyr i'w galluogi o gyflawni eu rôl/rolau. Mae'n arfer da cynnwys gwirfoddolwyr yn eich rhaglen hyfforddiant, fel y gallant fanteisio ar gyfleoedd datblygiad personol. Os yw hyfforddiant yn orfodol, mae angen datgan hynny o'r cychwyn cyntaf.



EXPENSES

It is good practice for organisations to re-imburse all agreed out-of-pocket expenses incurred by volunteers carrying out their roles. This will mean seeing receipts for purchases, itemised phone bills etc.

Volunteers should be advised about how to claim expenses and expenses should be paid promptly: [Volunteer Expenses - Third Sector Support Wales](#)

Reasonable expenses could include:

Travel (based on mileage for the journey or public transport costs).

Meal costs during volunteering (based on receipts. It is not advisable to pay a set amount each day – but to re-imburse actual amount spent).

Telephone & postage costs (if working from home).

Costs of equipment/materials.

Childcare costs or replacement care costs (these can be sourced from external agencies too).

TRAINING

It is important that all organisations give volunteers the appropriate induction and on-going training to enable them to carry out their role/s. It is good practice to include volunteers in your training programme, so that they can access personal development opportunities. If training is mandatory, this needs to be stated at the outset.



Mae gan CAVS rai cyrsiau ar-lein dwyieithog sy'n addas i wirfoddolwyr: mae 'Hyder', 'Cyfrinachedd', a 'Cadw'n ddiogel' ar gael ar hyn o bryd ac mae 'Paratoi i Wirfoddoli' a 'Gwirfoddoli Ichi' yn cael eu datblygu: [Porth Dysgu - CGGSC~CAVS](#).

Byddwch yn effro i gyfleoedd hyfforddiant rhad ac am ddim. Cynigir rhai enghreifftiau yma.

CAVS have some bi-lingual on-line courses which are suitable for volunteers: 'Confidence', 'Confidentiality', and 'Staying safe' are currently available and 'Preparing to Volunteer' and 'Volunteering for You' are in development: [Learning Portal - CGGSC~CAVS](#).

Keep an eye out for free training. Some examples are offered here



[Eventbrite](#)

[WCVA](#)

[WCVVA](#)

[CCC](#)

[CCC](#)



[DCW](#)

[DCW](#)

[Threshold](#)

[ACD](#)

[ACD](#)

[Cetma](#)

[Cetma](#)

[Addysg Oedolion Cymru](#)

[Adult learning Wales](#)

[CGGSG](#)

[CAVS](#)

[Hwb Gwybodaeth](#)

[Knowledge hub](#)

[PLANED](#)

[PLANED](#)

[Reed Courses](#)

[AcademiWales](#)

[AcademiWales](#)

YSWIRIANT

Mae'n bwysig eich bod yn gofalu fod gwirfoddolwyr sy'n weithgar mewn mudiad yn cael eu cynnwys yn eich polisi yswiriant: [Gwirfoddolwyr ac Yswiriant - Cymorth Trydydd Sector Cymru](#)

INSURANCE

It is important that you ensure that volunteers who are active within an organisation are covered by your insurance policy: [Volunteers and Insurance - Third Sector Support Wales](#)



GRWPIAU CYMUNEDOL

Gall grwpiau cymunedol ddilyn y canllawiau uchod, ystyried y polisiau ac arfer da, a gallant ddewis cyfansoddi eu grŵp a ffurfioli gweithdrefnau.

Fel arfer mae grwpiau cymunedol yn nifer fechan o bobl sy'n dod at ei gilydd i sefydlu grŵp mewn sefyllfa gymunedol.

Mae hwn wedyn yn dod yn bwyllgor rheoli ac mae'n ffurfio cnewyllyn eich grŵp.

Gallai hyn esblygu'n fwy o bobl, ac felly dylai'r cyfrifoldeb am y grŵp gael ei rannu rhwng sawl aelod. Bydd hyn yn sicrhau bod y grŵp cymunedol yn:

Cynllunio a gweithredu er budd ei nodau.

Bod ganddo'r adnoddau iawn i wneud hynny.

Bod ganddo'r cyllid angenrheidiol.

Cyn ichi wneud hyn, fodd bynnag, dylech ystyried llunio Dogfen Lywodraethu.

COMMUNITY GROUPS

Community groups can follow the above guidance, considering the policies and good practice, and they may choose to constitute their group and formalise procedures.

Community groups are usually a small number of people who band together to set up a group in a community setting. This then becomes a management committee and forms the core of your group. This could evolve into more people, so responsibility for the group should be shared between several members. These will ensure the community group:

Plans and acts in the interests of its goals.

Has the right resources to do this.

Has the right funding in place.

Before you do this, however, you should consider drafting a Governing Document.

BETH YW DOGFEN LYWODRAETHU?

Mae dogfen lywodraethu yn cynnwys yr holl wybodaeth sydd ei hangen i redeg mudiad, ac mae'n cynnwys:

- beth yw pwrpas y mudiad (ei 'amcanion')
- sut fydd y mudiad yn gwneud y pethau hynny (ei 'rymoedd')
- pwy fydd yn rhedeg y mudiad (ymddiriedolwyr, cyfarwyddwyr ac ati) a sut maen nhw'n cael eu hethol / eu tynnu oddi ar y bwrdd
- trefniadau gweinyddol ar gyfer cyfarfodydd, pleidleisio, gofalu am arian, derbyn aelodau, dirprwyo i is-bwyllgorau, ac ati.
- beth sy'n digwydd os oes angen newid darpariaethau gweinyddol

- beth sy'n digwydd os oes angen dod â'r mudiad i ben.

Mae'n bwysig fod ymddiriedolwyr yn deall fod rhaid iddynt sicrhau y dilynir y ddogfen lywodraethu.



Sylwer: Mae 'Ymddiriedolwyr' a 'Pwyllgor Rheoli' yn dermau a ddefnyddir i ddisgrifio'r bobl hynny sy'n gyfrifol am arwain a phenderfynu sut gaiff grŵp/elusen ei rhedeg. Mae'n arfer da i ddewis, a defnyddio, un term.

Mae gan Gynghorau Gwirfoddol Sirol dîm o staff, a rhagor o wybodaeth, all helpu unrhyw grŵp gyda'r broses o sefydlu mudiad.



WHAT IS A GOVERNING DOCUMENT?

A governing document contains all the information needed to run an organisation, and includes:

- what the organisation is set up to do (its 'objects')
- how the organisation will do those things (its 'powers')
- who will run the organisation (trustees, directors etc) and how they are elected to / removed from the board
- administrative arrangements for meetings, voting, looking after money, admitting members, delegation to sub-committees, etc .
- what happens if administrative provisions need to be changed

- what happens if the organisation needs to wind up.

It is important that trustees understand that they must ensure the governing document is followed.



Note: 'Trustees' and 'Management Committee' are terms used to describe those people who are responsible for leading and deciding how a group/charity is run. It is good practice to just pick, and use, one term.

County Voluntary Councils have a team of staff, and further information, that can help any group with the process of setting up an organisation.

BETH YW 'STRWYTHUR CYFREITHIOL'?

Efallai yr hoffech ystyried yn awr pa strwythur cyfreithiol sydd orau i'ch grŵp chi. Bydd hyn yn rhoi ystyriaeth i'ch dogfen lywodraethu, uchod, a sut mae pethau'n cael eu gweld yn llygaid y gyfraith – eich 'ffurf gyfreithiol'.

Edrychir ar bedwar math yma, a cheir dolenni i ddiffiniadau gwahanol. Fe welwch hefyd ddogfen 'cip cyflym' oddi tani.

Gallwch wyllo clip o'r trefniadau hyn, a gyflwynir gan Richard Meers o Russell-Cook Solicitors, ar YouTube neu wefan LawWorks.

WHAT IS A 'LEGAL STRUCTURE'?

You may now wish to consider what legal structure best suits your group. This will take into consideration your governing document, above, and how things are seen in the eyes of the law – your 'legal form'.

There are four types considered here, with links to various definitions. You will also find an 'at a glance' document below it.

You can watch a clip of these structures, delivered by Richard Meers of Russell-Cook Solicitors, on YouTube or LawWorks website.

Mudiad elusenol corfforedig (CIO)

Cwmni elusenol (cyfyngedig trwy warant) yn cynnwys cwmni buddiant cyhoeddus

Cymdeithas anghorfforedig

Ymddiriedolaeth

Charitable incorporated organisation (CIO)
Elite Law Solicitors

Charitable company (limited by guarantee) inc. community interest company
Resource Centre

Unincorporated association
Net Lawman

Trust
Sprint Law

LEGAL STRUCTURES AT A GLANCE

This is a rough guide to the legal structures most commonly associated with voluntary and community organisations, including social enterprises. For more information on them, see the websites listed below. There are a variety of legal requirements associated with setting up the structures described below and you should consider seeking professional advice before your organisation adopts any one of them.

Legal structure	Summary: most typical features	Governance and constitution	Is it a legal person distinct from those who run it?	Can its activities benefit those who own and/or run it?	Assets 'locked in' for community benefit?	Can it be a charity and get charitable status tax benefits?
Unincorporated association	Informal; no general regulation of this structure; need to make own rules.	Governed according to own rules	No, which can create problems for contracts, holding property and liability of members.	Depends on own rules.	Would need bespoke drafting to achieve this.	Yes, if it meets the criteria for being a charity.
Trust	A way of holding assets so as to separate legal ownership from economic interest.	Assets owned by trustees and managed in interests of beneficiaries on the terms of the trust.	No, which means the trustees are personally liable.	Not usually. Trustees/directors can only benefit if trust, court or Charity Commission give permission. Yes, but no dividends etc to members if it is a company limited by guarantee.	Yes, if trust established for community benefit.	Yes, if it meets the criteria for being a charity.
Company Limited By Guarantee <small>www.companieshouse.gov.uk</small>	Most frequently adopted corporate legal structure; can be adapted to suit most purposes	Directors manage company on behalf of members. Considerable flexibility over internal rules	Yes, members' liability limited to amount unpaid on shares or by guarantee	Yes, but no dividends etc. to members if it is a company limited by guarantee	Would need bespoke drafting in articles, which could be amended by members	Yes, if it meets the criteria for being a charity and has articles containing the required provisions
Community interest company (CIC) <small>www.cicregulator.gov.uk</small>	An effective limited company structure for social enterprise with secure 'asset lock' and focus on community benefit.	As for other limited companies, but subject to additional regulation to ensure community benefits.	Yes, members' liability limited to amount unpaid on shares or by guarantee.	Yes, but must benefit the wider community. Can pay limited dividends to private investors and directors can be paid.	Yes, through standard provisions which all CICs must include in their constitutions.	No, but can convert to a charity if it ceases to be a CIC.
Registered Societies eg. Community Benefit Society (BenComm) <small>www.fca.org.uk</small>	Benefit community other than just own members and have special reason not to be companies.	Committee/officers manage on behalf of members. One member, one vote (regardless of size of respective shareholdings).	Yes, members liability limited to amount unpaid on shares.	Must primarily benefit non-members-'asset lock' applies.	Yes, asset lock only survives dissolution if new statutory form of asset lock adopted.	Yes, if it meets the criteria for being a charity.
Charitable Incorporated Organisation <small>www.charitycommission.gov.uk</small>	First ready-made corporate structure specifically designed for charities.	Similar to company but with different terminology, eg 'charity trustee' instead of 'director'.	Yes, members either have no liability or limited liability.	Members are not permitted to benefit and charity trustees are only able to benefit if constitution, court or Charity Commission give permission.	Yes.	Cannot be anything but a charity, and must meet the criteria for being a charity.

Working through the Bates Wells Braithwaite "Decision Tool" will also help you to find the right structure for your organisation: <http://getlegal.bwbllp.com/decision-tool>



Community Voluntary Service Bedfordshire acknowledges Business Link for the information and format of the chart shown above.

Gallwch weld y tabl hwn yn uniongyrchol yn [CVS Bedfordshire](http://www.cvsbedfordshire.org.uk)

You can access this table directly from [CVS Bedfordshire](http://www.cvsbedfordshire.org.uk)

Corfforedig: pan mae gan fudiad hunaniaeth gyfreithiol sydd ar wahân i'w aelodau ('corff corfforedig'), fel y gall wneud contractau a bod yn berchen ar eiddo yn ôl ei hawl ei hun.

Incorporated: where an organisation has a legal identity separate to its members (a 'corporate body'), so it can enter into contracts and own property in its own right.

Anghorfforedig: pan nad yw'r mudiad yn bodoli'n annibynnol ar ei aelodau, nid yw ond yn grŵp o bobl yn gweithredu gyda'i gilydd o dan enw cyffredin.

Unincorporated: where the organisation does not exist independently of its members, it is simply a group of people acting together under a common name.

GWIRFODDOLI ANFFURFIOL ... clwb, cymdeithas, cymdeithas gymunedol ac ati...

Mae llawer o grwpiau cymunedol yn cael eu rhedeg yn gyfan gwbl gan wirfoddolwyr er budd eu haelodau eu hunain, gwella eu hardal leol, neu gynnal ymgyrchoedd. Mewn strwythur o'r fath nid oes unrhyw fudiad goruchwylol i redeg y grŵp, ac mae gwirfoddoli anffurfiol yn cadw'r olwynion i droi; efallai y bydd cyllideb fechan y gellir ei defnyddio, ac yn aml caiff lleoliadau lleol eu llogi i gynnal cyfarfodydd/gweithgareddau ac nid oes unrhyw ofnion cyfreithiol na hunaniaeth gyfreithiol.



Gellid ystyried cymdeithas anghorfforedig mewn sefyllfa fel hon gan mai'r unig beth mae'n rhaid ichi ei wneud yw cytuno'r rheolau.

INFORMAL VOLUNTEERING ... club, society, community association etc...

Many community groups are run entirely by volunteers to benefit their own members, improve their local neighbourhood, or run campaigns. In this structure there is no overarching organisation to manage the group, and informal volunteering keeps the wheels turning; there may be a small budget to draw from, often with local venues booked to accommodate meetings/activities and there are no legal requirements or legal identity.

An unincorporated association could be considered in this instance as you simply need to agree what the rules are.

I GLOI

“Mae gwirfoddoli yn cyfoethogi'r hyn sydd gennym yn barod - ein cryfderau a'n galluoedd craidd, ein diddordebau a'n syniadau, ein gwybodaeth a'r pethau sy'n ein cyffroi. Mae gwirfoddoli'n cynnal ein hymdeimlad o gymuned, ein teyrngarwch i gyfeillion a chymdogion ac mae'n defnyddio'r peth sydd gennym fwyaf o ohono, sef 'amser', i gyfoethogi ac ychwanegu at y dymuniadau hynny”.

Jamie Horton, Swyddog Datblygu
Gwirfoddoli Cymunedol, CAVS.

IN CONCLUSION

“Volunteering enhances what we already have - our core strengths and abilities, our passions and ideas, our knowledge, and fascinations. Volunteering supports our sense of community, our dedication to friends and neighbours and it utilises our biggest commodity of 'time', to complement and enhance these very desires”.

Jamie Horton, Community Volunteering
Development Officer, CAVS.

Mae gwirfoddoli'n datblygu cyfalaf cymdeithasol o bwys

Volunteering develops significant social capital

Mae cynnig cyfleoedd gwirfoddoli da i bobl Sir Gaerfyrddin yn gallu bod yn heriol a llethol ac mae'n hollbwysig eich bod yn barod am yr her:

Offering Carmarthenshire citizens good volunteering opportunities can be overwhelming and demanding, and it is imperative that you are up to the challenge:

Cynllunio/cydlynu/rheoli, amynedd ac empathi, creadigrwydd a'r gallu i feddwl ymlaen ac ymateb i anghenion, ymdeimlad o feddylgarwch ac o fod yn ystyriol a'r awydd yn fwy na dim arall i gefnogi'r gwirfoddolydd a'u helpu i fwynhau eu hamser gyda chi.

Planning/coordination/management, patience and empathy, creativity and the aptitude to be forward thinking and responsive to needs, a sense of thoughtfulness and consideration and the overall desire to support the volunteer and help them to enjoy their time with you.

Dyma rai yn unig o'r sgiliau a galluoedd sydd eu hangen i wneud i wirfoddoli weithio yn eich grŵp/mudiad. Mae'n ddiau fod y cyfan yn ymrwymiad gwerth ei wneud.

These are just a few skills and abilities of what is needed to make volunteering work in your group/organisation. All of which is certainly a worthwhile commitment.

Mae gwirfoddoli'n cefnogi cydlynedd a chynhwysiant cymdeithasol

Volunteering supports social cohesion and inclusion

Pa strwythur bynnag a gymerwch neu statws a gydiwch iddo – mae'n arfer da dod o hyd i gymorth da a dibynadwy i'ch helpu chi (a'ch gwirfoddolwyr) i reoli disgwyliadau, adnabod a chyfyngu effaith anawsterau posib a gwneud yn fawr o bob profiad.

Regardless of the structure you take or status you embrace - it is good practice to source benchmark quality support to help you (and your volunteers) manage expectations, identify and reduce the impact of potential pitfalls and make the most of every experience.

Yn syml iawn ... mae'n rhaid inni wneud y gorau a allwn i ddangos "Rydym gyda chi" a'n bod yn gwrando. Nid yw gwirfoddolwyr yn estyniad i'n gweithlu, maent yn gyflenwol iddo ac, yn aml iawn, maent yn hanfodol.

Simply put ... we must do the best that we can to demonstrate that "We are with you" and that we listen. Volunteers are not an extension of our work force, they are complementary and, in many cases, essential.

Mae gwirfoddoli'n creu adfywiad economaidd

Volunteering produces economic regeneration

Gall gwirfoddolwyr anffurfiol weithio'n dda heb unrhyw strwythur ffurfiol ond cofiwch fod angen gofal er mwyn lleihau risg a diogelu'ch hun a phawb perthnasol.

Informal volunteers can work well without any formal structure but please remember to take a balanced approach to mitigate risk and protect yourself and all involved.

Mae gwirfoddolwyr yn anhygoel ac mae sefydlu menter wirfoddoli yn gyfle gwych i ddarganfod pa mor anhygoel ydynt.

Volunteers are amazing and setting up a volunteer initiative is a wonderful opportunity to find out just how much.

*Diolch yn fawr a phob lwc.
Thank you and good luck.*



Cynigir y ddogfen hon gan Swyddog Datblygu Gwirfoddoli Cymunedol CAVS, tîm ehangach CAVS (Jane Hemmings a Alud Jones), a chafodd ei chreu diolch i Gyllid a Gwasanaeth Cefnogaeth Ataliol Cyswllt Sir Gâr (a gomisiynwyd gan Gyngor Sir Caerfyrddin).

This document is offered by CAVS Community Volunteering Development Officer, wider CAVS team (Jane Hemmings, Alud Jones) and has been created thanks to RIF Funding and the Connecting Carmarthenshire Preventative Support Service (commissioned by Carmarthenshire County Council).



Trwy brosiectau micro-gomisiynu a chynigion y Swyddog Porth Ymgysylltu Cymunedol, y gobaith yw y bydd y darn hwn o waith yn cefnogi datblygu grwpiau cymunedol a gweithgareddau cymunedol.

Wrth ystyried cymryd unrhyw gamau i ymateb i'r ddogfen hon, argymhellir y dylid cysylltu â Chymdeithas Gwasanaethau Gwirfoddol Sir Gaerfyrddin, y mae ganddynt swyddogion gwirfoddoli, ymgysylltu, cyllido a llywodraethiant ar gael er mwyn cynnig cyngor ac arweiniad pwrpasol ychwanegol.

Yr adnoddau a ddefnyddiwyd wrth baratoi'r ddogfen gefnogi hon: NCVO, WCVA, CAVS, GOV.UK, CVS Bedfordshire, Elite Law Solicitors, Net Lawman, Resource Centre, Russell-Cook Solicitors / Law Works, Third Sector Support Wales, Charity Digital, Sprint Law

Through micro-commissioning projects and Community Engagement Gateway Officer proposals, it is hoped this piece of work will support the development of community groups and community activities.

Any course of action taken, in response to this document, is recommended alongside contact with Carmarthenshire Association of Voluntary Services, who have volunteering, engagement, funding and governance officers on hand for additional bespoke advice and guidance.

Resources accessed to create this support document: NCVO, WCVA, CAVS, GOV.UK, CVS Bedfordshire, Elite Law Solicitors, Net Lawman, Resource Centre, Russell-Cook Solicitors / Law Works, Third Sector Support Wales, Charity Digital, Sprint Law

Rhithiol a Wyneb yn
wyneb
Virtual and
in person



Virtual

01267 245 555

admin@cavs.org.uk

*Hoffwch CAVS ar Facebook
Like CAVS on facebook*



*Dilynwch CAVS ar Twitter x
Follow CAVS on Twitter x*

www.cavs.org.uk

[@CAVSCarms](https://twitter.com/CAVSCarms)

wyneb
yn
wyneb



in
person

Cefnogaeth ac arweiniad
ar wirfoddoli i fudiadau
ac unigolion
Volunteering support
and guidance for
organisations and
individuals

Porth dysgu ar-lein
Online learning portal

Cymorth gydag arian
Funding support

Rhwydweithiau Trydydd
Sector
Third Sector Networks

Cymorth gyda
llywodraethiant i redeg a
datblygu eich grŵp/mudiad
Governance support to run
and develop your group/org

Cynrychioli'r Trydydd
Sector
Represents the Third
Sector

Cyfeirio
Signposting

