

## Volunteer Registration Form 2018/2019

\*Please complete as fully as possible in block capitals to ensure all information is accurate

Name \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email\* \_\_\_\_\_

- Your e-mail address will be used to allow you access to SignUp, if e-mail addresses are shared only one person will receive notifications as the system does not allow for duplicate e-mails.

Have you worked in Winter Shelter Projects Before Yes/No

Emergency Contact \_\_\_\_\_

Please indicate any roles you would prefer or could carry out if possible

Food Preparation (please indicate if you have a food hygiene certificate Yes/No)	
Driving or helping transport equipment (8am – 9am) <b>A vital role if you are able to assist on particular mornings regularly. We will need you to send a copy of your driving license and attend a Salvation Army familiarisation drive.</b>	
Welcome and befriending guests, general talking and working directly with them	
Welfare/Benefits/General Counselling	
Night Shift (10pm – 6am)	
Venue Coordinator or Deputy	

Do you have a current First Aid Certificate Yes/No?

Do you have any skills which could directly benefit guests such as hairdressing, chiropody, sewing/mending?

\_\_\_\_\_

### Availability

*There are generally three shifts within the ACTWNS, although there are local variations and role specific times such as preparing meals. Please indicate when you are interested in volunteering*

Preferred Day

Preferred Venue

Evening 6pm – 10pm Yes/No

Nights 10pm – 6am

Morning 6am – 8am

We hope to be able to respond to SWEP whenever put in place by Ashford Borough Council during extremes of weather. If you would be willing to help out at short notice please indicate **Yes/No**

The ACTWNS 2017/2018 will run from Monday 10<sup>th</sup> December 2018 until Sunday 10<sup>th</sup> March 2019. Are there any days/dates you are unavailable?

### Reference

Name \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail \_\_\_\_\_

### Volunteer Agreement

- *Volunteers are an important, valued and essential part of the Ashford Churches Together Winter Night Shelter and we will do the best we can to make your volunteer experience both enjoyable and rewarding.*
- *This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible when possible so please let us know if you would like to have any changes or considerations included.*

**We will do our best:**

- ***To provide comprehensive and thorough training to help you understand what you need to know to meet the responsibilities of this role.***
- ***Ensure that you always have an experienced person available to consult or discuss any issues of concern or which need additional support or input. This will normally be your venue coordinator or supervisor.***
- ***To respect your skills, dignity and individual wishes and do our best to meet your expectations of us.***
- ***To provide adequate support in addition to the training to protect you and your workplace and ensure safeguarding within the guidance and advice of our health and safety policy***
- ***Provide a relevant and comprehensive ACTWNS handbook for reference, advice and guidance which will always be available within the venue to every volunteer.***
- ***Deal with all volunteers in accordance with the equal opportunities policy which is set out in the ACTWNS handbook***

**You agree to**

***Work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected.***

***Attend a training session prior to any volunteering within the ACTWNS***

***To read and work in accordance with the ACTWNS handbook which includes health and safety, equal opportunities and personal boundaries in relation to its staff, volunteers and guests.***

***To maintain the confidential information of ACTWNS and of its guests***

***Your information will be held on a database only to allow us to provide access to the shelter SignUp rota database and to send you information relevant to the winter shelter. We will not share this information with any third party and you have the right to view the information we hold and to ask for it to be deleted if required. Without this consent we cannot add you to the SignUp rota.***

**We are also making videos and taking photographs for our website and to assist with funding applications to enhance the work of the winter shelter.**

**Do you agree to the collation of your data on the winter shelter database Y/N?**

**Signature** \_\_\_\_\_

**Do you agree to the use of your photograph to promote the work of Ashford Churches Together Winter Night Shelter Y/N?**

**Signature** \_\_\_\_\_

**That you are aged 18 or over**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Church Affiliation**      **Yes/No**      **Church Attended** \_\_\_\_\_

**Signed on behalf of ACTWNS**

\_\_\_\_\_

**Training date attended (office use)**