

## Volunteering application form

<b>Date Enquired:</b>		
Forename:	Preferred Title Mr/Mrs/Miss/Ms	
Surname:	Tel. No.	
Address:		
E-Mail:		
Where did you hear about volunteering for Hope for Tomorrow?		
<b>I am interested in volunteering to help Hope for Tomorrow as one of the following</b>		
Y / N	Event Helper	Attend events such as Open Days, Birthdays, and Fundraising events. You will help tend the HfT stall, distribute leaflets, collection buckets and advise / guide event attendees. You will represent Hope for Tomorrow using up to date information from the Volunteer Information Pack or other documents we give.
Y / N	Head Office Administration Volunteer	Offering your time and assistance at Head Office (Tetbury) to help with general administration such as helping with mailshot materials, helping with the administrative tasks when prepping for an event, helping with the stock check of merchandise etc. This will role be supported and supervised by HfT
Y / N	Community Champion	This is when we at Hope for Tomorrow ask you to do something for us, such as Distributing newsletters and information, Local research on foot or online, Speaking to a community group Cheque presentations. You will represent Hope for Tomorrow using up to date information from the Volunteer Information Pack or other documents we give. HfT will Support and supervise you as a volunteer and Keep you informed on the work of the Charity.
Y / N	Collection Box Coordinator	Coordinators place our Collection boxes locally as part of their daily life and every few months tally up the funds before paying them in to Hope for Tomorrow. You will develop relationships with your local shops and businesses representing Hope for Tomorrow and persuade them to host one of our boxes using up to date information provided from the Volunteer information pack.
<b>So that we can best use your skills and abilities, please complete the following;</b>		
Experience as a Volunteer		

Work Experience								
Hobbies and Interests								
T-shirt size (please circle):			F: S M L M: S M L XL					
<b>Days and times</b> Please tick your preferences		Mon	Tues	Weds	Thurs	Fri	Sat	Sun
	AM							
	PM							
	FD							
Please give two independent referees who would be willing to supply a character reference (these must not be family members)								
Name Address  Tel. no.				Name Address  Tel. no.				
Thank you for your interest. Please note that we do normally need two satisfactory references before you can start as a volunteer and we cannot always guarantee a suitable role								

**Thank you**

**Many thanks for your application to volunteer at Hope for Tomorrow. We couldn't do what we do without the help of our fantastic team of volunteers. Please send this application and attached forms back to our head office at the address below enclosing a passport style photograph and we will be in touch.**

Office Use Only:

Reference One Received..... Reference Two Received.....

Application Completed:..... Signed:..... Date:.....

Badge Expiry:..... Regional Coordinator:.....

# Emergency Contact Details & Medical Information

Name of Emergency Contact (1 <sup>st</sup> next of kin):	Relationship to you:
Address:	<b>Contact tel nos:</b> Home:  Business:  Mobile:
Name of alternative Emergency Contact (2 <sup>nd</sup> next of kin):	Relationship to you:
Address:	<b>Contact tel nos:</b> Home:  Business:  Mobile:
<b>Medical conditions/medication information</b>	
Do you have any medical Conditions or Allergies	YES / NO please circle
If Yes please give details	
Age: 16-20( ) 21-30( ) 31-40( ) 41-50( ) 51-60( ) 61-70( ) 71-80( ) 81+( )	

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

**NB: The information in this form is confidential and will only to be used in case of an emergency.**

# Volunteer Confidentiality Agreement

During the course of your temporary or volunteer work at Hope for Tomorrow, you will often have access to and be entrusted with confidential information in respect of the Charity, not limited to its Finances, Affairs, Associates and Supporters. Acceptance by way of your signing of this Confidentiality Statement as part of your volunteer agreement, is a requirement of working with Hope for Tomorrow and failure to adhere to the terms set out herein will terminate your temporary or volunteer work with the Charity with immediate effect.

You shall not (except where requested to by your Manager) divulge by any means, be it verbal, written, email or other, to any person or otherwise make use of (and shall use your best endeavours to prevent the publication or disclosure of) any confidential information concerning the operation of Hope for Tomorrow as detailed above.

All notes and memoranda and copies thereof of any confidential information concerning the operation of Hope for Tomorrow, which shall be acquired received or made by you during the course of your work, shall be the property of Hope for Tomorrow.

You will not remove any documents (whether physically or by electronic transfer) or tangible items which belong to Hope for Tomorrow, its Associates or Supporters, or which contain any confidential information from the Charity's premises at any time without the prior authority of your Manager. You shall not copy or delete or allow others to copy or delete the contents of any document, computer disk, tape, email or other tangible item which contains any confidential information.

Confidential information may include, but is not limited to:-

- Personal information about individuals who are Trustees, Patrons or otherwise involved in the activities organised by Hope for Tomorrow.
- Any information about the Charity's Donors and Supporters.
- Information about the internal operations of Hope for Tomorrow.
- Personal information about Staff or Volunteers working with Hope for Tomorrow.
- Do not disclose information — especially over the telephone or via email — unless you are sure that you know who you are disclosing it to, and that you have authority from your Manager to do so.

You must assume that information is confidential unless you know that it is intended by Hope for Tomorrow to be made public. If you are ever in doubt about whether to disclose information or not, do not guess. Withhold the information while you check with your Manager on whether the disclosure is appropriate.

Your confidentiality obligations continue to apply indefinitely after you have stopped your temporary assignment or volunteering period for Hope for Tomorrow.

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I have read and understand the above Confidentiality Statement, fully accept my responsibilities and understand that failure to adhere to the terms set out herein, will terminate my temporary or volunteer work with the Charity with immediate effect.

**Full Name:** \_\_\_\_\_ **Status:**  Temp  Volunteer

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

# Photograph and Quotation Consent

At Hope for Tomorrow we produce a wide range of materials to promote our Mobile Chemotherapy Units which help to ensure that we can continue to bring cancer treatment closer to patients' homes.

If you are happy for us to use your quotation and/or photo on our website, social media and printed materials, please tick the appropriate boxes:

- I am happy for Hope for Tomorrow to use my quotation anonymously
- I am happy for Hope for Tomorrow to use my quotation with my name
- I am happy for Hope for Tomorrow to use my photograph

## Data protection

Your data will be handled in accordance with the Data Protection Act 1998. Your privacy is important to us and we will not share your details with any third party.

In light of recent press publicity regarding how charities contact their supporters, we would like to assure you of our respect for your privacy. Your data will be handled in accordance with the Data Protection Act 1998 and will be used by us to process your donations.

Please tick the boxes below to indicate your preferences:

I would like to receive your quarterly newsletter:

- electronically by email     or in the post

I would like to be contacted for marketing purposes

- by email     by post     by telephone

**NB: By not selecting this you will still be contacted with regard to your volunteering activities or if there is a specific query we need to answer in order to resolve the processing of your data for the purposes of these instructions.**