



## Creative Kids Volunteering Application Form

Please complete the information below, which will be treated with confidence.

### *Personal Details*

Name	
Address	
Post code	
Email	
Phone	
Mobile	
Age	
Gender	
Ethnicity	
Disability	
Access needs, e.g. induction loop, wheelchair access	

### *Volunteer Role*

Role applied for (if any)	
Please list up to five skills, knowledge or abilities you would like bring to our organisation	
Tell us how many hours you would like to give	
Which days and evening are you available	
Name and contact details of two people, who have known you two years, will provide a reference	
How did you find out about us?	

# Volunteer Agreement

This Volunteer Agreement describes the arrangement between Creative Kids and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

## Part 1: The Organisation

Your role is as a Volunteer Activity Assistant. This volunteering role is designed to support the live events function of Creative Kids.

You can expect Creative Kids;

### 1. Induction and training

- To provide a thorough induction on the work of Creative Kids, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role. The Volunteer Handbook provides full details of the organisation.

### 2. Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems;
- To do our best to help you develop your volunteering role with us.

### 3. Expenses

**Please note:** Allowances are only available if funding is secured for the project on which you are volunteering.

- To reimburse these expenses following the procedures in the Volunteer Handbook:
  - Travel to and from your place of work and during your work: see the Volunteer Handbook for rules on methods of travel and car mileage allowances.
  - Meal expenses to a maximum of £4. (Expenses should be incurred through volunteering so to be eligible you should volunteer around meal times or for at least 8 hours a day).
  - Specialist clothing or equipment where this is required and provided by you.
  - Actual cost of crèche, childminding fees or other dependant costs incurred by you in order to be able to volunteer.

*Please keep all your receipts to give to us when we reimburse your expenses.*

### 4. Health and safety

- To provide adequate training and feedback in support of our health and safety policy, a copy of which is in the Volunteer Handbook.

## 5. Insurance

- To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by Creative Kids.

## 6. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Volunteer Handbook.

## 7. Problems

- To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Handbook.

## Part 2: the Volunteer

We expect you:

- To help Creative Kids fulfil it's vision, objectives and outcomes as stated in our policy documents.
- To perform your volunteering role to the best of your ability;
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
- To maintain the confidential information of the organisation and of its clients;
- To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
- To provide referees as agreed who may be contacted, and to agree to a Criminal Records Bureau check being carried out where necessary.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Signed on behalf of Creative Kids

Volunteer Signature .....

Management Signature.....

Date.....

Date.....