



Volunteer Handbook

June 2018



Introduction

Welcome to The Beau Halo Trust – we would like to offer our sincere and heartfelt thanks for your time and dedication in what we hope and believe will be a challenging yet rewarding role. Whether you are interested in providing vital front-line support to bereaved parents and their families or supporting the Trust through fundraising or through any other role – your contribution is invaluable.

This handbook explains how the Trust works and provides an introduction to our people and our work. We hope you find it informative and useful in determining whether a role within The Beau Halo Trust would be suitable.

Please look at our website www.thebeuhalotrust.org and our publication “The Beau Halo Trust: Our Work” for further reading and information.

Our Handbook is structured in the following way:

- 1) The Beau Halo Trust - About the Charity (pages 2 - 3)
- 2) About our Board (pages 4 – 6)
- 3) The Volunteer – Role Overview and Description (pages 7 - 9)
- 4) The Volunteer – Volunteer Policy (pages 10 - 13)
- 5) A Typical Year of a Volunteer (page 14)
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1) The Beau Halo Trust - About the Charity

Background:

The Beau Halo Trust was set up after 'our' Beau unexpectedly passed away in the June of 2015. Beau Halo Henriques lost her fight two-weeks post major cardiac surgery – she was just 5 years old.

Beau was diagnosed antenatally as having an incurable and life-limiting congenital cardiac malformation.

Beau endured many surgeries (including 3 major open-heart surgeries), procedures and hospital stays, however, she was always full of such life and spirit. Despite her challenges she fought hard...but she lived even harder.

In the months following Beau's passing, the national lack of child loss bereavement services and support soon became apparent, and thus, The Beau Halo Trust was born.

Beau really was one in a million and it is that determination that lives on. This is her legacy.

Who Are We?

The Beau Halo Trust is a registered Charity (Charity No. 1171777) that currently operates within the South and South-West of England.

The Trust supports bereaved parents (and their families) through the loss of a child.

Achievements to Date:

- ✓ Through tireless fundraising from friends, family and a (very special) local business - The Beau Halo Trust achieved charity status in **February 2017** as a CIO
- ✓ Our Trustees received vital Trustee training to ensure high quality CIO governance
- ✓ We held our very first charity fundraiser – 'Beau beyond the looking glass' in **June 2017**. From this 'Alice-in-Wonderland'-inspired-ball a whopping £20,000 was raised!
- ✓ In **October 2017**, we held our very first talk at Southampton General – educating junior doctors and nurses on the importance of bereavement aftercare

Our Aims:

The Beau Halo Trust (TBHT) aims to provide a holistic approach to bereavement aftercare when a child or young person passes away with the provision of emotional, practical and financial support to bereaved parents.

The Trust also raises public awareness of the impact that child loss can have on parents, families and others.

...It's Activities:

TBHT hopes to provide **emotional** support through the provision of counselling, a volunteer-led 'bereavement buddy' system and closed support groups.

The Trust hopes to provide **practical** support through the provision of a comprehensive website with fact sheets, general information and signposting to other relevant organisations in conjunction with the above described volunteer-led service and support groups.

Furthermore, the Trust hopes to provide **financial** support through the provision of a grant making service, granting applications for such expenses as funeral costs and counselling etc.

And it's Ambitions:

TBHT hopes to increase its activities and provisions geographically to assist in the emotional, practical and financial support of bereaved parents in other areas of the south and south west of England.

Our Charitable Objects are as Follows;

To preserve and protect the physical and mental health of parents and families who have suffered a bereavement of a child or young person (under the age of 18 years) by;

- The provision of services, including; counselling, support and practical advice
- Raising awareness of the public in relation to the effect that a bereavement or loss can have on families and others

2) About our Board

The Trustee/Committee Board has a minimum of 3 Trustees (at any one time) and currently has no maximum. The Trustee/Committee Board meets (at a minimum) 4 times a year in Hampshire with most meetings being held on a Saturday. Our main method of contact and communication is via email and telephone, with face-to-face sub-meetings (with sub-Committees) as and when needed (e.g. event planning).

Volunteers (and guests) are always welcome to attend Trustee/Committee meetings and sub-Committee meetings (e.g. organising of large events).

NB: Most of our meetings contain Trustee only items [on agenda], this means that any guests will be required to 'sit out' of any applicable items.

Our Current Trustee/Committee Members:

Charity Chairperson:

Hannah Kate Henriques

Hannah is a Registered Operating Department Practitioner (RODP) who currently lives in Titchfield, Fareham with her partner, Matthew.

Hannah founded The Beau Halo Trust in 2015 after her daughter (our namesake) unexpectedly passed away. Hannah has since strived to implement local and national change to the shortage of bereavement aftercare.

Hannah enjoys yoga, country pursuits, painting and cooking in her spare time.

Role Includes:

The Chair will hold the Board (of Trustees) to account for the Charity's mission and objectives, whilst providing inclusive leadership to the Board of Trustees.

The Chair will oversee and ensure that each Trustee fulfils their duties and responsibilities for the effective governance for the benefits of the charity.

Treasurer:

Deborah Tracy Stevens

Deborah is a Registered Operating Department Practitioner (RODP) who currently resides in Fareham.

Deborah is Hannah's Mother (and Beau's Granny), she also has a son, Daniel. Deborah remained a strong figure throughout Beau's life and after Beau passed away she experienced first-hand the lack of support available for Grandparents after a loss of a child.

Deborah's unique position enables and ensures that the Trust can provide support to other Grandparents in a similar position. Her experience gives the Trust insight to the importance of remembering all family members after the devastating loss of a child.

When Deborah is not working as a Trustee, she enjoys spending time in Cornwall with her partner Fraser and her two step-daughters. She also enjoys horse-riding, reiki, yoga and tending to her allotment.

Role Includes:

As well as acting as a vital member of The Beau Halo Trust, the Charity Treasurer will also;

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation (with the assistance of the Charity Chair)
- Oversee the production of necessary financial reports/returns, accounts and audits (with the assistance of the Charity Chair)

Fundraising Lead:

Tanya Hickman

Tanya has worked with young children through various roles within many diverse settings over the last 30 years. This has included supporting pre-school aged children with Autism, Nannying and as a Teaching Assistant (her current role).

Tanya is married to Scott, they live with their teenage son Owen in Fareham. As a family, they enjoy travelling, trying new foods and taking their two rescue dogs (Teddy and Cromwell) for long walks.

It was in her current role that Tanya met Beau (and Hannah), Tanya helped support and care for Beau alongside her 1:1 SEN Teaching Assistant.

Role Includes:

The Fundraising Lead will take on the responsibility of all fundraising activities and related correspondence.

The role includes; curating an annual fundraising plan (and diary) with set contingencies to enable a sound action plan that supports TBHT's business plan. The role also requires the lead to play a key role in the development and implementation of TBHT's fundraising activities in order to secure funding for programme work and organisational core costs.

Public Relations/Marketing Lead:

Joanne Nichola Snell

Joanne works as a Childminder's Assistant and has a background in PR.

Joanne is Mum to two boys, Finlay (12) and Oliver (7), her youngest son was born with congenital heart disease and it is during one of Oliver's numerous hospital stays in 2010, that Joanne met Beau (and Hannah).

In her spare time, Joanne loves all types of fitness (especially spinning!), she also enjoys meeting new people and experiencing the new and the exciting.

Role Includes:

As a 'young' Charity, The Beau Halo Trust relies heavily upon sound PR and regular social media activity to enable the Charity to progress and meet its charitable purposes and mission.

The purpose of the public relation and social media lead is to develop, manage and implement integrated media plans to ensure relevant media opportunities are fully maximised for the Charity including support to Committee Members with communications and media guidance. It is imperative that the lead keeps effective contact with relevant media contacts, ensuring positive and collaborative relationships are maintained.

Business Lead:

Allan Stephen Packer

Allan is the Managing Director of Silver Lining, an IT and Telecoms business located near Whiteley, Fareham. Allan's expertise in business has led the way in developing the Trust.

Over the years, Allan has contributed largely to various local charities through an array of charitable activities, whether it be through the donation (and implementation) of IT services or through the organising of large events.

Role Includes:

The coordination and deliverance of all aspects of business.

3) The Volunteer – Role Overview and Description

By applying for a volunteering role within The Beau Halo Trust, you will have numerous opportunities to contribute on a voluntary basis regardless of your location, age, ability or experience.

The Beau Halo Trust is committed to providing support and training to all of its Volunteers and values each and every Volunteer regardless of time commitment and regularity. Volunteers are vital in the deliverance of the Trusts services, it is therefore imperative that the Trust delivers the support and training that enable such provisions to be met.

Volunteering roles within The Beau Halo Trust include;

- Campaigning and Awareness-raising
- Fundraising
- Front-line Bereavement Volunteer
- Phone-led Bereavement Volunteer

Campaigning and Awareness-raising

The Role:

The Beau Halo Trust is committed to campaigning on behalf of bereaved parents and their families and raising awareness of child loss and the lasting effects to the general public (including that of healthcare professionals). We need Volunteers to campaign and raise awareness of the importance of bereavement aftercare after the loss of a child. Volunteers can contribute through numerous methods and channels, examples include: engagement with local media, MPs, campaigns, talks and presentations with healthcare professionals.

Training and Support:

Volunteers in this field will be supported by our Public Relations and Marketing Lead, Joanne. Support (including training), contact and Trust updates will be regular and role relevant.

Time Commitment:

The Campaigning and Awareness-raising Volunteer role can be ad hoc and is therefore suitable and advantageous to an individual who cannot commit to regular volunteering but whom would like to contribute where and when feasible.

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Fundraising

The Role:

Fundraising is a vital element, without it The Beau Halo Trust would not be able to provide the much-needed support to bereaved parents and their families. Volunteers are required in every aspect of fundraising and can be achieved alone, in groups, as a one-off or regularly. Examples of the role include: distributing collection boxes,

researching and organising events with the Fundraiser Lead, representing the Trust at events and attending donation collections.

Training and Support:

Volunteers in this field will be supported by our Fundraising Lead, Tanya. Support, contact and Trust updates will be regular and role specific.

Time Commitment:

The Fundraising Volunteer role can be ad hoc and is therefore suitable and advantageous to an individual who cannot commit to regular volunteering but whom would like to contribute where and when feasible.



Front-line Bereavement Volunteer

The Role:

As well as financially, the Trust supports bereaved families through the provision of emotional and practical support. Therefore, our Front-line Bereavement Volunteers are a fundamental component within the provision of the Trusts charitable activities.

Examples of the role include: meeting and building relationships with newly bereaved parents face-to-face, providing bereaved parents and their families with supportive information and providing practical support such as accompanying bereaved parents to appointments.

Training and Support:

Volunteers in this field will be supported by our Volunteer Lead, Deborah. Support (including training), contact and Trust updates will be regular and role relevant.

Time Commitment:

The Front-line Bereavement Volunteer role requires regular commitment to ensure families receive consistent support and is therefore suitable to an individual who can commit to regular volunteering. This can be weekly, fortnightly or as and when required.



Phone-led Bereavement Volunteer

The Role:

Additional to the Trusts Front-line Bereavement Volunteers, the provision of emotional and practical support is delivered through a phone-led bereavement support service. Examples of the role include: conversing with bereaved parents and their families through a listening-ear service and providing signposting to other appropriate organisations.

Training and Support:

Volunteers in this field will be supported by our Volunteer Lead, Deborah. Support (including training), contact and Trust updates will be regular and role relevant.

Time Commitment:

The Phone-led Bereavement Volunteer role requires regular commitment to ensure families receive consistent support and is therefore suitable to an individual who can commit to regular volunteering. This can be weekly, fortnightly or again, as and when required.

4) The Volunteer – Volunteer Policy

Aim of the Policy

The aim of this policy is to assist our Committee Members, Volunteers and Staff in ensuring that they offer the best service possible to bereaved parents and their families.

Scope of the Policy

This policy has been produced to summarise the key aspects which can impact volunteers and has been divided into the following sections:

- Charity requirements – for all volunteers
- Induction and training – for all volunteers
- Working with bereaved parents – for volunteers working directly with bereaved parents (and their families)
- Health and Safety – for all volunteers
- General policies – for all volunteers

Charity Requirements

Volunteers are individuals who are willing to give their time and service of their own free will for no financial gain.

All prospective volunteers will be interviewed to find out what they would like to do within the charity, their skills, suitability and how to work to their full potential.

Each volunteer will have a **volunteer agreement** establishing what The Beau Halo Trust would like them to do to help and assist within the charity.

In addition, they will agree to a written outline of the specific work that they will be undertaking (a **job description**).

Neither of these documents are legal contracts and TBHT has no intention of creating a contract for any volunteers.

Each volunteer will also receive a volunteer's handbook.

Induction and Training

All volunteers will receive an induction into The Beau Halo Trust and their own area of work. Any training will be provided where necessary.

Working with bereaved parents

Bereaved parents	All volunteers working with bereaved parents should: <ul style="list-style-type: none"> • Know their roles and responsibilities
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	<ul style="list-style-type: none"> • Be aware of the Safeguarding Vulnerable Adults Policy (and where/when applicable the Safeguarding Children Policy) • Use the Trusts procedure for reporting any concerns • Maintain professional boundaries
Confidentiality	<ul style="list-style-type: none"> • Anything that a parent chooses to share with a volunteer must be treated with the upmost respect • Volunteers have a duty to report all issues of a serious nature (including something that puts themselves or others at risk) to their Committee Member/Volunteer Lead contact • Volunteers should make sure that information recorded about anyone is factual, concise and not based on hearsay, circumstance or opinion, and that evidence is given for any statements made (please refer to the Data Protection Policy) • All bereaved families reserve the right to request and view any information stored about them. If a request is made, this needs to be adhered to and completed via the procedure listed within the Data Protection Policy • Volunteers should be aware of the location where they are discussing confidential information and must ensure that they cannot be overheard (please refer to the Supervision (Lone worker) Policy)
Drugs and Alcohol	<ul style="list-style-type: none"> • Anyone involved within The Beau Halo Trust (including all Committee Members, Volunteers and Staff) must not be under the influence of drugs or alcohol at any time • If a beneficiary is under the influence during a one to one session with a volunteer, the session must be stopped immediately • If Volunteers have any concerns regarding this matter, then they should let their Committee Member/Volunteer Lead contact know as soon as possible • The Trust is under no obligation to contact the police, but the volunteer is under obligation to inform their Trust contact

Health and Safety

Health and Safety for Volunteers	<ul style="list-style-type: none"> • Volunteers should be aware of and understand the health and safety risks associated within their role and should be provided with the appropriate information, instruction,
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	<p>supervision and training required to enable them to work safely whilst volunteering for the Trust</p> <ul style="list-style-type: none"> • Volunteers must take reasonable care of themselves and others by following the Health and Safety Policy and procedures of the Trust • Any health and safety concerns must be reported to their Committee Member/Volunteer Lead contact as soon as possible
Personal Safety and Lone Working	<ul style="list-style-type: none"> • Volunteers should be made aware of personal safety and lone working guidance including guidance on social media • The Trust will not tolerate violence, aggression or abuse and will take all reasonable steps to ensure Volunteers are safe • All incidents must be reported to their Trust contact. Any incidents will then be recorded and followed up accordingly • Any Volunteers that experience violence or aggression during their role will be offered the appropriate aftercare
Smoke Free Protocol	<ul style="list-style-type: none"> • Smoking is not permitted in any enclosed or substantially enclosed Trust premises, or premises being used for the Trust's activities, including Trust vehicles • Smoking is not permitted whilst actively on duty e.g. one to one family visits/sessions

General Policies

IT/ Email	<p>All Volunteers must:</p> <ul style="list-style-type: none"> • Have an individual email address i.e. john.smith@thebeauhalotrust.org • Have read and abide by the Internet and Email Policy • Have read and abide by the Data Protection Policy • Have signed the IT agreement for Volunteers
Volunteers and expenses	<p>We are very grateful to all Committee Members, Volunteers and Staff at The Beau Halo Trust for providing their free time, but also choosing to meet the occasional incidental expense from within their own resources, legitimate expenses (e.g. fuel) can be reimbursed:</p> <ul style="list-style-type: none"> • Through the submission of an Expenses Claim Form • All Volunteers must claim expenses via the Expenses claim form • Before claiming mileage expenses, Volunteers must confirm that they have <u>valid</u> motor insurance

	<ul style="list-style-type: none">• All claims should be made within three months of expenses being incurred• Expense Claim Forms must be submitted <u>after</u> payment for goods (e.g. fuel) has taken place
Customer Feedback	<ul style="list-style-type: none">• Volunteers, staff, external parties and bereaved parents may register feedback either verbally or via a feedback leaflet which is available upon request• If a complaint is registered, the Trust will aim to resolve the issue informally. If this is not possible it will be escalated to a Committee Member and, if necessary, in turn to the Charity Chair

5) A Typical Year of a Volunteer

October:

- End of year accounts to be externally examined
- Beginning of the new financial year
- Planning for the years fundraising is commenced (small events)
- Quarterly Trustee/Board meeting is held

November:

- Charity event

December:

- Bereaved family day (organised event)

January:

- Quarterly Trustee/Board meeting is held

February:

- Talk/presentation at an NHS Trust

March:

- Planning for the annual large fundraising event e.g. Charity ball (a year ahead)

April:

- Reviewing of policies and procedures

May:

- Training

June:

- Quarterly Trustee/Board meeting is held with AGM

July:

- End of year accounts and audit to be submitted to the Charities Commission

August:

- Quarterly Trustee/Board meeting is held

September:

- End of financial year

NB: These activities are not relevant to all voluntary roles described above.

6) How We Recruit and Induct our Volunteers

Staff Recruitment Procedure

The Board will regularly review its Volunteer skill-mix and decide when it needs to recruit. If potential Volunteers approach the Board in between times, the Board will decide if the applicant has an appropriate skillset (see Appendix 1) and if deemed suitable, will invite them to apply (Appendix 3).

From that point, the following outline applies to all applicants, whether directly recruited or in response to speculative enquiries:

Following an informal discussion with the Charity Chair, the applicant will be allocated a mentor (one of our current Trustees) and will be invited to attend a Board Meeting as an observer. The mentor will make contact with the applicant prior to their meeting and will support them during the meeting (including any subsequent) and at other times as necessary. The applicant will have access to their mentor for as long as they wish and should feel comfortable in raising any queries with them. We have all been new ourselves and remember how overwhelming it can sometimes be when commencing a role within a new organisation. We aim to make the induction process as comprehensive and friendly as we can, whilst ensuring applicants understand what will be expected of them should they decide to become a Volunteer.

We expect that from time to time an applicant may feel that becoming a Volunteer of The Beau Halo Trust is not right for them and they may withdraw from the recruitment and induction process.

If both parties feel after the meeting (and any subsequent) that they would like to proceed, an informal competency-based interview will be arranged. We will take up references at this point.

After a successful interview and on receipt of satisfactory references, the Volunteer is formally inducted into the Trust.

Staff Induction Procedure

The Beau Halo Trust believes that its Trustees, Volunteers and Staff are its greatest asset and recognises the responsibility to ensure they are afforded the appropriate development (including that of training) throughout their time with the Trust. This development begins at the induction stage when a new Committee Member, Volunteer or Staff Member joins us here at The Beau Halo Trust.

Our aim is to support and develop all Committee Members, Volunteers and Staff Members within their role to ensure that they feel comfortable and confident to undertake the responsibilities placed upon them and that ultimately, they can contribute to the success of the Trust.

Induction will be spread over the first month within your new appointed position, and is generally planned on the first day, first week and first month basis. The content and duration of the induction programme will be dependent on the scope and complexity of your role, and your Trust contact will outline this in detail to you on your first few days with The Beau Halo Trust.

7) Further Reading

Our Website:

<http://www.thebeuhalotrust.org>

Our Facebook:

<https://en-gb.facebook.com/TheBeauHaloTrust/>

We have a range of reading material available to borrow from our library that may prove insightful into understanding child loss and its impact upon parents and their families:

Sad by Michael Rosen

The Death of a Child by Peter Stanford

Understanding Your Grief by Alan D. Wolfelt

Waterbugs & Dragonflies by Doris Stickney

The Bereaved Parent by Harriet Schiff

Healing a Parent's Heart by Alan Wolfelt

The Courage to Grieve by Judy Tatelbaum

8) Contact Details



32 Southampton Hill, Titchfield, Fareham, Hampshire, PO14 4AJ



03333 211 052 / 07533 976636



www.thebeauhalotrust.org



info@thebeauhalotrust.org



www.facebook.com/thebeauhalotrust



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

Appendix 1

Volunteer Skills

Getting the right mix of skills, experiences and qualities is a key component in building an effective and efficient Charity.

This general list allows the Committee to collate and recognise (and if appropriate, develop upon) potential Volunteers existing skills and interests.

If further skills/training needs are required to fulfil a role, there are numerous ways of achieving this, including:

- Recruiting Volunteers with specific skills
- Training Volunteers
- Obtaining external support/input from other sources/organisations e.g. CVS
- Employing Staff with specific skills

Please tick as appropriate

	<i>Expertise I know...</i>			<i>I would like to learn this...</i>
	<i>Lots</i>	<i>Some</i>	<i>Nothing</i>	
<i>ADMINISTRATION</i>				
<i>DISABILITY/CARERS</i>				
<i>VOLUNTEERING</i>				
<i>COMPUTERS & IT</i>				
<i>CUSTOMER CARE</i>				
<i>EQUALITY</i>				
<i>FINANCE/ACCOUNTING</i>				
<i>FUNDRAISING</i>				
<i>GOVERNANCE</i>				
<i>LOCAL COMMUNITY</i>				
<i>LEGAL</i>				
<i>MANAGEMENT</i>				
<i>PROMOTION</i>				
<i>QUALITY & PERFORMANCE</i>				
<i>HR</i>				
<i>TRAINING</i>				
<i>CHILDREN'S INVOLVEMENT</i>				

Volunteer Skills CONT'D.

What other experience, training or skills do you feel you offer?

...

Are there any areas of the Charity's work you have a particular interest in and/or would like to become more involved in?

...

Signed:

X

Name

Date

Please return this form (with name, signature and date) to the Charity Chair

Appendix 2

Volunteer Agreement

This Volunteer Agreement describes the arrangement between **The Beau Halo Trust** and you. We wish to assure you of our appreciation of your volunteering with us and will ensure that we do the best we can to make your volunteer experience with us enjoyable and rewarding.

Part 1: The Organisation

Your role as a volunteer is *[state nature and components of the work]*.....
.....
and starts on *[date]*..... This work is designed to *[state how the work benefits the Trust]*.....

The Beau Halo Trust commits to the following:

1. Induction and training

- To provide thorough induction on the work of **The Beau Halo Trust**, 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

To repay these expenses following procedures within the Volunteer Handbook:

- Travel to and from home to *[the place of work]* and during your work (see the Volunteer Handbook for rules on methods of travel and car mileage allowances)

4. Health and safety

- To provide adequate training and feedback in support of our Health and Safety Policy, a copy of which is available upon request

5. Insurance

- To provide adequate insurance cover for Volunteers whilst undertaking voluntary work approved and authorised by us

6. Equal opportunities

- To ensure that all Volunteers are dealt with in accordance with our Equal Opportunities Policy, a copy of which is available upon request

7. Problems

- To try to resolve fairly any problems, grievances 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 within the Trust, again, these are available upon request

Part 2: The Volunteer

I agree:

- To help **The Beau Halo Trust** fulfil its charitable purposes;
- To perform my volunteering role to the best of my ability;
- To follow the Trusts' procedures, policies and standards, including Health and Safety and Equal Opportunities, in relation to its Trustees, Volunteers, Staff, Clients and Beneficiaries;
- To maintain the confidential information of the Trust and of its Clients and Beneficiaries;
- To meet time commitments and standards 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 DBS (Disclosure and Barring Service) check being carried out where necessary

N.B 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 intend any employment relationship to be created either now or at any time in the future.

Signed:

(Volunteer)

X

Name
Date

Signed:

(Charity Chair)

X

Name
Date

Appendix 3

Volunteer Application Form

Name:	Address:
Title:	
Daytime telephone:	Evening telephone:
Mobile:	e-mail address:
Please tell us about your experience or knowledge of child loss...	
Please tell us why you're interested in becoming a Volunteer and give details of any work, voluntary or life experiences that you think may be relevant...	

Please tell us about any previous relevant experience (*e.g. training, qualifications, volunteer or paid work etc.*)

Do you have any special needs that require special provision? Yes / No
If yes, please provide details

Please provide the names and addresses of two referees who are not related to you and whom we may contact for a reference

	Referee 1	Referee 2
Name & position:		
How you know this person (relationship):		
e-mail address:		
Address & post code:		

I confirm that the information given on this form is correct:		Date:
Signed: - _____		

Please return this form (with name, signature and date) to the Charity Chair

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