

Volunteer Registration

Volunteer role:	Volunteer Line Manager:
Name:	
Address:	
Date of birth: Required for insurance purposes.	
Email address: Information about activities will be sent by email.	
Telephone number(s), including mobile: A mobile phone number is our only way to contact you should the activity be cancelled at short notice due e.g. poor weather.	

Emergency Contacts Please list two people we may contact in the event of an emergency.		
Emergency contact name (1)		
Tel No	Home/Work	Mobile
Relationship to you		
Emergency contact name (2)		
Tel No	Home/Work	Mobile
Relationship to you		

Do you have a medical condition or additional support need which might affect you undertaking this role or that the Trust needs to be aware of? If yes, a member of Trust staff may contact you regarding this.	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please tick one)
Are you a member of Hampshire and Isle of Wight Wildlife Trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please tick one)
If no, would you like to find out about becoming a member?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please tick one)

Photography Consent I agree to allow Hampshire and Isle of Wight Wildlife Trust (the Trust) to take photographs of me and grant permission for these to be used by the Trust in publications, press articles, promotional material and websites, exclusively for non profit-making purposes.	
Please tick one	Yes <input type="checkbox"/> No <input type="checkbox"/>

Data Protection Statement Hampshire & Isle of Wight Wildlife Trust will never sell your contact details to another organisation or share your data with other charities for marketing purposes. I am happy to be contacted about conservation, membership, fundraising and other activities by: Post <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/>	
Should you wish to change your communication preferences at any time, please let us know by contacting the volunteer team: Tel: 01489 774400 Email: volunteer@hiwwt.org.uk	

Signed	Name	Date
Your personal information will be placed on a database which may be used by HIWWT but will not be passed on to third parties.		

For office use	Progress record No:	Name as it appears on Progress:	Date recorded on Progress
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Volunteer Agreement

This Volunteer Agreement describes the arrangement between Hampshire and Isle of Wight Wildlife Trust 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 safe, enjoyable and rewarding.

The Trust agrees to

- Provide an induction on its work, your volunteering role and how you can meet the responsibilities of the role safely and effectively;
- Explain the standards we expect and to encourage and support you to achieve and maintain them particularly in terms of our health and safety policy. See Volunteer Handbook;
- Do our best to help you develop your volunteering role with us by providing training as appropriate;
- Provide a named person with whom you can discuss your volunteering;
- Reimburse approved out of pocket travel expenses. See the Volunteer Handbook;
- Provide adequate insurance cover for you whilst you are carrying out volunteering roles which have been approved and authorised by us;
- Ensure that all volunteers are dealt with in accordance with our equal opportunities policy. See Volunteer Handbook;
- 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.

I, the volunteer, agree to

- Carry out my volunteering role to the best of my ability;
- Help the Trust fulfil its aims by adhering to its policies, values and guidelines and by following procedures and standards, including health and safety, equal opportunities and code of conduct in relation to staff, volunteers and members of the public;
- Accept that Trust staff have ultimate responsibility for the management of tasks;
- Maintain the confidential information of the Trust and of its clients;
- At all times carry out tasks with due respect for my own and others' safety;
- Participate only in those volunteer activities which, to the best of my knowledge, I am physically fit and able to undertake;
- Act in a respectful and appropriate way towards others.

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. No intention of future paid employment should be assumed.

We agree to the above

Signed _____ Name _____ Date _____
Volunteer

Signed _____ Name _____ Date _____
On behalf of the Trust