# Volunteer Registration and Agreement Form

**Volunteer Agreement**
Volunteers are an important and valued part of the Dr Hadwen Trust (DHT). We hope you enjoy your volunteering experience with us.

This agreement is an outline of our commitment to you as a volunteer and of your commitment to volunteering for the DHT. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate them.

**Our commitment**
**We, the DHT, will do our best to:**

- Introduce you to how the organisation works and your role in it and to provide any training you need which is relevant to the role.
- Provide regular meetings and or phone/email support and advice with a main point of contact so that you can tell us if you are happy with how your tasks are organised and get feedback from us. Your contact's name is Danielle Goodwin (d.goodwin@drhadwentrust.org).
- Respect your skills, dignity and individual wishes and to do our best to meet them.
- Reimburse your travel expenses*.
- Keep you informed of changes within the organisation.
- Insure you and/or your event (subject to registration and other requirements).
- Provide a safe workplace.
- Apply our equal opportunities policy*.
- Apply our complaints procedure if there is any problem*.

**Your commitment**
**You agree to:**

- Ensure you are legally entitled to volunteer in the UK.
- Volunteer reliably to the best of your ability, and to give as much warning as possible whenever you cannot volunteer as planned.
- Follow the DHT's rules and procedures, including health and safety, equal opportunities and confidentiality*.
- Inform the DHT if you want to stop being a volunteer.

*Further information on these matters are provided in the Volunteer Handbook.

**Please note:** This agreement is in honour only and is not intended to be a legally binding contract of employment. It can be terminated, by either party, at any time.

Thank you for completing this form and for offering to volunteer for us. Please send the completed form to:

**Dr Hadwen Trust**
**Suite 8, Portmill House**
**Portmill Lane**
**Hitchin**
**SG5 1DJ**

DR HADWEN TRUST FOR HUMANE RESEARCH

# Volunteer Registration and Agreement Form

This form is used to help us to match potential volunteers to the most appropriate tasks. If a suitable voluntary role is available, we will contact you with further information. Volunteer vacancies are advertised on our website and sent out via email or post to all registered volunteers.

Name: .....

Address: .....

..... Postcode: .....

Telephone number: ..... Mobile: .....

Email address: .....

Date of birth: (you must be 18 or over*) .....

I have read and understood the Volunteer Agreement overleaf and agree to abide by it ☐ (please tick)

Signature: ..... Date: .....

*You must be aged 18 or over to volunteer for us. If you are under 18, you can still support the DHT by becoming a Young Supporter. Please see our website for more information.

**What would you be interested in doing?**

- ☐ Street collections and/or stalls
- ☐ General fundraising
- ☐ Organising a public event
- ☐ Distributing posters and leaflets in your local area
- ☐ Volunteering in the Hitchin office
- ☐ Helping at events
- ☐ Be a Volunteer Speaker giving talks about the DHT to members of the public
- ☐ Other (please state) .....

**Do you have any special skills or experience (voluntary and/or professional) you would like to offer?**

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**Your availability**

- ☐ Monday am
- ☐ Tuesday am
- ☐ Wednesday am
- ☐ Thursday am
- ☐ Friday am
- ☐ Saturday am
- ☐ Sunday am
- ☐ Flexible
- ☐ Monday pm
- ☐ Tuesday pm
- ☐ Wednesday pm
- ☐ Thursday pm
- ☐ Friday pm
- ☐ Saturday pm
- ☐ Sunday pm

**How did you hear about the DHT?** .....

**Do you have any health or support requirements that we need to be aware of?** .....

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**Emergency contact details**

Name: .....

Address: .....

Relationship: .....

Telephone: ..... Mobile: .....

**Using and sharing your information**

Your information will be stored and processed in accordance with the Data Protection Act 1998. The DHT uses the information you have supplied for administrative and insurance purposes, for reporting and statistical analysis and to contact you about relevant volunteering opportunities and events. You have the right to see any information we hold about you on our database and to request changes to the information we hold. We will respect your privacy and never share your details with a third party or organisation without your permission. For more information, contact the DHT on 01462 436819.