**Volunteer Information - Visitor Welcome Team**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone Number/s |  |
| Email |  |
| Emergency Contact Name |  |
| Emergency Contact Phone Number |  |

**Do you have a useful skill that you would like to use here? Please provide details.**

**What would you like to do and learn here?**

For example:

Supporting visitors / fundraising / marketing / help out at events / other (give detail)

Please provide more details if necessary:

To ensure we are set up to welcome visitors, we have a rota for Visitor Welcome Volunteers and like a regular commitment. Please indicate what availability you have.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| AM |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |
| Would you be willing to provide cover outside normal working hours\* for events / parties as needed: Y/N  (\* Before 10 am / after 4pm Monday to Saturday. All day Sundays.) | | | | | | |

**MORE FOLLOWS …**

**I agree to Martineau Gardens keeping and processing this information. I understand that staff will take reasonable care of security.**

Some will be kept on a database for ‘Social Accounting’ (what kind of people we work with, what benefits the work has and how many people there are).

YES / NO

**I have been given ‘A Guide to Martineau Gardens’, the Volunteer Policy and ‘How we treat each other’ (Roles and Meetings)**

YES / NO

**I have completed the anonymous Wellbeing Survey**

YES / NO

**I have been given me the opportunity to sign-up for news and events info**

YES / NO

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_