



**Forest Holme Hospice Charity
Volunteer Application Pack**

WELCOME to Forest Holme Hospice Charity and thank you for your interest in becoming a volunteer with us.

Forest Holme Hospice Charity's vision is to relieve the suffering of people with any chronic or potentially life threatening disease, such as cancer, and to support their carers within the County of Dorset.

Forest Holme Hospice is a centre of excellence in the care of those with advanced cancer and life-limiting illnesses. Our team of specialist doctors, nurses, counsellors and care teams provide practical and emotional support for adults of all ages across Poole, Wimborne and the Purbecks. Forest Holme Hospice is part of Poole Hospital NHS Foundation Trust and Forest Holme Hospice Charity contributes £500,000 each year to the various teams within the hospice to enhance the quality of life of its patients and their families/carers in the in-patient ward, the individual's own home or in Poole Hospital.

Why volunteer?

Our volunteer roles are varied with some requiring more time commitment than others. No matter which role(s) is right for you, one thing is sure – you will be making a difference. Wherever you are based in Dorset, we need you and would love to hear from you. We hope being a member of our volunteer team allows you to feel part of the charity, make new friends and also have fun whilst helping others.

Please read through this volunteer application pack, which gives you a brief introduction to the roles available and what you can expect from the Charity should you choose to join our team. Once you have decided on the role/s you are interested in, please complete the enclosed Application Form and return it to the office. If you have any questions, or would like to have an informal chat about volunteering with us, please do not hesitate to contact the office on 01202 670644 or email fundraising@foresthalmehospice.org.uk.

Volunteering has many benefits. You use your skills to help others, but it can open new doors and new experiences for you. You could:

- Gain and improve on your skills and knowledge
- Meet new people and make new friends
- Enhance your CV
- Interact with people in your local community
- Feel a valued member of a team/organisation
- Increase your confidence and self-esteem
- Help others and make a difference in their lives

What you can expect from us

When you join our volunteer team you will receive help and support from us and:

- Receive regular updates on the work of the Charity
- Receive a suitable induction and training deemed necessary for your volunteer role
- Be kept up-to-date with local news and events
- Be reimbursed, with prior agreement of the Charity Manager, for your out-of-pocket-expenses accompanied by receipts in accordance with the Charity's volunteer expenses policy

Volunteer roles at Forest Holme Hospice Charity are varied and there is something for everyone. Whether you can spare an hour, a month, or a couple of days a month, we appreciate all your support as a member of the team. Please find a brief outline of some of the volunteering opportunities available on the next page. If you would like further information on any of the volunteer roles, please contact the office on 01202 670644.

Becoming a Shop Volunteer

The Secret Wardrobe, the Secret Cellar and Secret Something are the Charity's shops which help to contribute to our overall fundraising target of £500,000. The shops have a full-time manager, but are staffed by volunteers. Their duties include:

- Sorting, cleaning and pricing donations
- Accepting incoming donations
- Liaising with customers
- Serving customers using the till
- Restocking shelves and rails
- Arranging shop floor and window displays

Becoming a Fundraising Volunteer

Each year we need to raise a minimum of £500,000 to support the life enhancing work of the Hospice. There are many ways you can help us raise funds - could you help with any of the following?

- Coordinate/take part in a supermarket or street collection – join a team of collectors in your area or get a group of friends together and raise funds and awareness at the same time
- Nominate us as a charity to support at your local supermarket or bank branch.
- Become a collection tin co-ordinator for your local area, as it says to co-ordinate the placing and collecting of tins in your community
- Promote our events through displaying posters, via social media and through your own networks
- Talk to local companies and organisations to make them aware of the work of Forest Holme Hospice in their area and how they can help
- Assist with Forest Holme Hospice events such as Light up a Life, Tie a Yellow Ribbon, Portland Bill abseil, Wareham River Cruise and at local running events
- Helping out at street/supermarket collections
- Attend cheque presentations

Becoming an Ambassador

To achieve our vision we need to raise awareness of both the disease and our support services – there are many ways you can help us achieve this. Let us know if you can you help with one or more of the following:

- Approaching community groups offering talks from our volunteer speakers
- Help source, and give, talks in your local community
- Becoming a Community talks to local community groups, schools and nurseries
- Represent us at a supporters/corporate event near to you
- Man stands at fairs and exhibitions
- Assist with our various campaigns
- Share you own story of hospice care / volunteering with the media
- Assisting with booking supermarket/street collections

Becoming an Office Volunteer

Our fundraising office is based at Forest Holme Hospice. Many people believe volunteering in an office is all about stuffing envelopes, whilst this is part of it and very valuable to us, this is far from all that is available!

You could help us by:

- Inputting data
- Counting money
- Stock control
- Photocopying
- Collating press cuttings
- Making calls to supporters
- Research possible corporate partnerships & community fundraising opportunities
- Collating press cuttings

The relevant levels of training will be given in accordance with each of the volunteering roles.



Please return your completed form to:

Forest Holme Hospice Charity
5 Seldown Road
Poole
Dorset
BH15 1TS

www.forestholmehospice.org.uk

Volunteer Application Form

Any information given on this form is private and confidential. If you need any help completing the form or have any questions, please contact us on 01202 670644.

Section 1 Personal Details

Preferred Title:

Forename/s:

Surname:

Address:

Postcode:

Telephone number (home):

Mobile:

Email:

Emergency contact: (name / telephone / relationship to you)

Date of birth:

Which role/s are you interested in volunteering for?

Please advise us of any medical condition you have which you feel we should be aware of. This will not affect your application and all information will be kept strictly confidential.

Section 2 Reason/s for volunteering

Please tell us why you would like to volunteer for Forest Holme Hospice Charity:

What knowledge, skills and experience do you feel you are able to bring to the charity?

Where did you hear about volunteering for Forest Holme Hospice Charity?

Do you have any previous experience of being a volunteer?

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When would you be available to volunteer?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Approximately how much time would you like to give each month?

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Do you have any access requirements? (e.g large print / induction loop / wheelchair access)

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What hobbies do you enjoy?

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Under the Rehabilitation of Offenders Act 1974, do you have any unspent criminal convictions? If yes, please give details of the conviction which will be discussed upon meeting:

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Section 4 References

Please give the names and addresses of two people who can act as independent referees. They will be asked to comment on your suitability for the volunteering role you have chosen. Both referees must have known you for at least two years and be over 18 years old.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
How do you know this person?	How do you know this person?

Section 5 Volunteer Agreement

I declare that the details in this application are correct to the best of my knowledge. In accordance with the Data Protection Act 1998, I agree that Forest Holme Hospice Charity may hold and use personal information about me for volunteering purposes and to keep in touch with me. This information can be stored on manual and computer files.

I agree that my behaviour will conform at all times to the safe working practices that Forest Holme Hospice Charity requires of all volunteers. I agree that my actions will uphold the integrity of the charity and recognise that failure to do so could result in the termination of the relationship.

Full name:

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Signature:

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Date:

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