

New Forest Basics Bank

God's love in action

Registered Charity no.1150170

Data Protection Registration no. A1005807

Rear of United Reformed Church, High Street, Lymington SO41 9AG

Telephone 01590 610008

email: info@basicsbank.org.uk www.basicsbank.org.uk



Volunteering for Basics Bank

Welcome!

New Forest Basics Bank (NFBB) provides food and other essentials for people in need in New Forest District whom social work agencies refer to us.

Our work depends on a small team of volunteers to keep things going.

We operate from The Cabin behind the United Reformed Church on Lymington High Street (next to Elliott's and opposite Boots). We are open on Tuesday, Wednesday and Friday mornings from 10 am to 12 noon.

There are many ways in which volunteers can help us, for example

- sorting goods at the Cabin or at other local storage premises and checking dates
- making up parcels for people referred to us
- answering the telephone
- helping with deliveries of parcels perhaps twice a year or so
- contacting community groups who help people in need
- contacting schools or surgeries
- distributing our twice-yearly Newsletter
- fund raising, events such as trolley drops and
- generally keeping us running along – including photos etc. for the website and publicity materials.

Confidentiality and team work are essential

A statement of our Data Protection policy is at the end of the application form.

Helping at The Cabin usually means two hours of fairly intensive activities; some of the parcels are quite heavy.

We ask for references for prospective volunteers as standard practice.

To start with, please fill in our Volunteer Application Form, which gives you the opportunity to suggest aspects of our work that interest you most and where you can share your skills.

You might also like to join as a Member either as an individual or representing an organisation – the form is on our website. There is no charge for membership. Being a member gives you a voice and a vote at the Annual General Meeting.

Please print, sign and send back the form by post or by hand to our office.

THANK YOU - we look forward to hearing from you!

Lance Parker, Secretary NFBB



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Volunteer Application Form

Surname: _____ First name(s) _____

Address: _____ Postcode: _____

email _____ Telephone: Home: _____ Mobile _____

May we contact you at work? Yes/No *If yes, telephone, Work:* _____

Date of Birth: _____

Please tick any aspects of NFBB's work that you would like to volunteer for:

Making up parcels	Delivering parcels	Newsletter
Publicity	Fund raising	Events
Administration	Website	

Please tell us about any other volunteer work you have been/are in involved with and for how long, plus your skills, experience or qualifications:

What days/times are you available?

Do you have any disabilities, medical or special needs or extra support that we should be aware of when organising volunteering? *Yes/No.

If yes, please give details.

Disclosure of Criminal Convictions

Have you any criminal convictions other than any which are 'spent' under the Rehabilitation of Offenders Act 1974?

I have no unspent convictions

I attach details of unspent criminal convictions in a sealed envelope

Please give the name of someone we should contact in the case of an emergency:

Name: _____

Address: _____

Telephone: _____ Mobile: _____

Relationship to you: _____

Please give the names and addresses of TWO (2) referees we may contact:

Name: _____	Name: _____
Address: _____	Address: _____
Telephone: _____	Telephone: _____
Mobile: _____	Mobile: _____
Relationship to you: _____	Relationship to you: _____

Data Protection

New Forest Basics Bank (NFBB) gathers and holds personal data which may be used for administration (including recruitment, personnel, equal opportunities monitoring, records and statistical analysis), and communications (including the Newsletter). Such data is held on a computer database or in a paper format in a secure area. It may also be used for the prevention and detection of fraud and crime or any other reason required by law. NFBB will not disclose or share personal data with any third party without consent unless required by law.

Declaration

I understand and agree that my data contained in this application form and any other data which I may agree to give NFBB from time to time will be used and held as set out in the Data Protection section above. I confirm that the information I have given is correct and complete and that any false statements or omissions may result in my voluntary service for NFBB being terminated. I confirm that I have read and understood the NFBB Guidelines for trustees, members and volunteers and agree to comply with its provisions and my obligations thereunder.

Your Signature: _____	Print Name: _____
Date: _____	

Please send the completed form to the Secretary, New Forest Basics Bank at the postal address above or by email