

CONSTITUTED ORGANISATION
VOLUNTEERING APPLICATION FORM

Thank you for your interest in volunteering in support of Cheltenham Borough Council. Please complete this form if you are a constituted organisation with your own public liability insurance cover. If your organisation is not constituted, your members will need to complete individual volunteer application forms so that they are authorised to be on Council land and / or at Council run events and are covered by Cheltenham Borough Council's insurance.

Throughout the year there are a number of events and projects when Cheltenham Borough Council welcomes volunteer support, if any of your members would be interested in volunteering for any of these events, please ask them to complete an individual volunteering form, available by emailing volunteering@cheltenham.gov.uk

Contact Information

Organisation Name:	
Organisation Co-ordinator:	
Position in organisation:	
Organisation Address:	
Contact telephone:	Home: Mobile:
Email address:	

Organisation Insurance Details

Please include the policy start and end Date and <u>attach a copy</u> of your organisations certificate of insurance to this application	
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Existing volunteers

Does your organisation already volunteer for the council? If so where do your volunteering activities take place?
If applicable, please indicate how often the volunteers are on Cheltenham Borough Council owned property:
a) On a regular basis – please give details:
b) On an occasional basis
c) On a one off basis (i.e. a specific event)

Interests and skills

What interests your organisation about volunteering with Cheltenham Borough Council? Are you applying for a specific role/task?

What relevant skills, qualities and previous experience do your organisation members have which they bring to a volunteering role?

Any other information you feel relevant:

Data Protection information:

*I understand that the information I provide will **only** be used by Cheltenham Borough Council to provide my organisation with the opportunity to carry out voluntary work on Council land and / or at a Council run event.*

Please read and sign the below **Disclaimer** to complete your application:

I (the organisation co-ordinator) agree on behalf of my organisation that:

- Our activities in volunteering as an organisation on Cheltenham Borough Council property and / or at Council run events are covered by our own public liability insurance policy and we will provide a copy annually to the Council
- Our organisation has an accurate and up to date safeguarding policy in place and has no reason to believe that any of our volunteers are barred from the volunteering activity in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006 or any subsequent amendment to that Act. A copy of our safeguarding policy is available to Cheltenham Borough Council on demand.
- Our organisation is responsible for the health, safety and wellbeing of our volunteers and for holding and storing their personal data including their health information and emergency contact details in accordance with current data protection legislation.
- Our organisation is responsible for ensuring that our members are aware that:
 - they are personally responsible for their own health, well-being and safety, and that they should only perform tasks that they are fit and able to undertake
 - as volunteers engaged in voluntary activities they have a General Duty of Care towards members of the public, fellow volunteers and Borough Council staff
 - they should act with reasonable care and attention should they be required to use tools and equipment that are supplied by Cheltenham Borough Council or supplied by our organisation
- if necessary we will enter into a licence with Cheltenham Borough Council to allow us to carry out our activities on council owed property.
- Voluntary activities that my organisation carries out will be agreed beforehand with the Council.

Applicant's signature: _____ **Date:** _____

Please return this form to: volunteering@cheltenham.gov.uk or by post to Volunteering Application, Strategy and Engagement, Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA. If you are posting the form please mark the envelope 'Confidential'.

Please don't hesitate to call 01242 264272/264297 if you have any queries. **Thank you.**