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# Volunteer Pack



**The Raise Up Foundation**

The Lodge, 4 George Street West , Luton, LU1 2BJ



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## Welcome!

This information pack is for anyone who wants to know more about volunteering and would like to get involved in the work of the Raise Up Foundation. If you are unsure about what volunteering involves, or whether it is suited to you, we hope that this pack will help answer some of your questions.

We are always looking for committed people to support us in our work by giving up time to support any of our activities with young people and their families.

If after reading this you have decided you would like to become a volunteer, or if you have more questions, we would be delighted to hear from you! Please contact:

## Why Volunteer?

You can make a real difference and positively impact issues that you care about by volunteering.

Some of the reasons why people choose to volunteer might include:

- Developing skills for the workplace
- Boosting your CV
- Opportunity to apply skills and learning
- Gain new experiences
- Meet new people and build confidence
- Making positive use of spare time
- "Giving back" to the local community
- Supporting a cause which is important to them

Whilst volunteering can be challenging, it is also incredibly rewarding!

Volunteers are incredibly valuable to us at the Raise Up Foundation and we would not be able to carry out our work without your support.

## About Us

The Raise Up Foundation are working to support young people in developing the skills and knowledge to bridge the gap between education and the workplace.

### Our Strategy

Our work focuses around a number of strategic themes:

**Enabling aspiration:** By providing career focussed learning and experiences, with ongoing information advice and guidance

**Develop transferable skills:** Engaging young people in innovative, hands on learning opportunities

**Dismantling structural barriers:** Through engagement with local and national institutions, and facilitating corporate social responsibility

**Connecting Luton:** Creating the context for meaningful relationships between local business/organisations and the community

**A workforce for Luton:** Developing the talent of young people to meet local needs and contribute to Luton's economy and ongoing success



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## Volunteering Opportunities

There are a wide range of opportunities to support the work of the Raise Up Foundation. These include:

- Mentoring
- Providing administrative support
- Fundraising activities
- Facilitating or supporting the delivery of workshops
- Helping with drop in sessions: homework help / revision classes
- Reception and office assistance
- Providing advice, guidance and expertise
- Helping with building and property maintenance

If you are not sure how you can help, please get in touch and we can discuss this further with you. We are developing a number of projects at any one time and our needs are constantly evolving!



## Who would make a good volunteer?

We are looking for people who are:

- Are any age over 18
- Able to commit to a role and be available at the agreed times
- Have experience of /or would enjoy working with children , young people, parents and carers.
- Are able to follow guidelines on confidentiality and child protection
- Would be willing to do undergo a Disclosure & Barring Service Check (DBS)

All volunteers receive:

- Free safeguarding training
- Any additional training relevant to the role
- A certificate of appreciation



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## Volunteer Application Form

| Your details            |  |
|-------------------------|--|
| Mr/Mrs/Miss/Ms:         |  |
| First name              |  |
| Surname                 |  |
| Home telephone number   |  |
| Mobile telephone number |  |
| Email address           |  |
| Address                 |  |
| Postcode                |  |

| About you   |  |
|---|--|
| Can you speak any other languages, use BSL or read Braille? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please detail below: |
| Have you volunteered before?                                | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please detail below: |
| Interests and hobbies                                       |  |



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### Finding Your volunteering role

How did you hear about volunteering with the Raise Up Foundation?

Please tell us how you would like to support the work of Raise Up Foundation

What level of commitment can you offer?

Please circle all that apply

#### Weekly

Morning      M   T   W   Th   F   Sa   S

Afternoon    M   T   W   Th   F   Sa   S

Evening       M   T   W   Th   F   Sa   S

**Other** (Please specify)



### Your skills and experience

Please tell us about any previous volunteering experience

What skills and experience could you bring to us?

- Banking/accounts/finance
- Legal
- Administration/office/reception
- Education/teaching/training
- Computers/IT
- Fundraising
- Working with children and young people
- Other (Please detail below)

If you have ticked any of the boxes above, please tell us more about this

|  |  |
|--|--|
| <p>Please tell us about any formal qualifications and training</p>   |  |
| <p>Employment status</p>   | <p> <input type="checkbox"/> Full time<br/> <input type="checkbox"/> Part time<br/> <input type="checkbox"/> Retired<br/> <input type="checkbox"/> Student<br/> <input type="checkbox"/> Unemployed         </p> |
| <p><b>FOR MENTOR APPLICATIONS ONLY</b></p>   |  |
| <p>Please indicate which of the following areas you could support with:</p> <p> <input type="checkbox"/> Career based information/advice/guidance<br/> <input type="checkbox"/> Motivation and confidence building<br/> <input type="checkbox"/> Work experience placement (Please detail below)         </p> <p> <input type="checkbox"/> Work shadowing placement (Please detail below)         </p> <p> <input type="checkbox"/> Other (Please detail below)         </p> |  |
| <p><b>Health &amp; Safety</b></p>  |  |
| <p>Do you have any health issues that we should be aware of?</p>   | <p> <input type="checkbox"/> Yes   <input type="checkbox"/> No<br/>           If yes, please detail below         </p>   |
| <p>Do you have any access requirements?</p>  | <p> <input type="checkbox"/> Yes   <input type="checkbox"/> No<br/>           If yes, please detail below.         </p>  |



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### Emergency contact numbers

Please tell us who we should contact in case of an emergency

|       |                      |
|-------|----------------------|
| Name: | Relationship to you: |
|-------|----------------------|

|                           |                           |
|---------------------------|---------------------------|
| Daytime telephone number: | Evening telephone number: |
|---------------------------|---------------------------|

Please list any additional information that we should be aware of in case of an emergency:

### References

Please provide the names and addresses of two referees and tell us how they know you. Referees can be a previous/recent employer, course lecturer, someone of standing in the community or a long-standing friend. They must not be related to you.

|       |       |
|-------|-------|
| Name: | Name: |
|-------|-------|

|          |          |
|----------|----------|
| Address: | Address: |
|----------|----------|

|                           |                          |
|---------------------------|--------------------------|
| Daytime telephone number: | Mobile telephone number: |
|---------------------------|--------------------------|

|           |           |
|-----------|-----------|
| Postcode: | Postcode: |
|-----------|-----------|

|        |        |
|--------|--------|
| Email: | Email: |
|--------|--------|

|                    |                    |
|--------------------|--------------------|
| How they know you: | How they know you: |
|--------------------|--------------------|

### Declaration

I confirm that the information supplied is accurate and I have not knowingly withheld any information which is relevant to this application.

|        |  |
|--------|--|
| Signed |  |
|--------|--|

|            |  |
|------------|--|
| Print name |  |
|------------|--|

|      |  |
|------|--|
| Date |  |
|------|--|