**Fundraising volunteer application form**

**STRICTLY CONFIDENTIAL**

**Please read the following before completing the form.** Please ensure you have read our ‘How to join us as fundraising volunteer’ guide before completing this form and read all the information provided carefully. To complete the form digitally, enter information in the grey fields, tick the appropriate boxes and then save the form. To complete by hand, please print the form and complete the information in the spaces provided, tick where indicated and then sign.

**Your details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** |  | | | | |
|  |  | | | | |
| **Full name** |  | | | | |
|  |  | | | | |
| **Address**  (inc. postcode) |  | | |  | Home  Work  University  (please tick as appropriate) |
|  |  | | | | |
| **Mobile** |  | | Home  Work (please tick as appropriate) | | |
|  |  | | | | |
| **Email** |  | | | | |
|  |  | | | | |
| **Date of birth**  (we need this to check you’re over 18,  please just put your age if you prefer) |  | | | | |
|  |  | | | | |
| **In an emergency,**  **who would you like us to contact?** | Name:  Contact number:  Relationship to you: |  | | | |

**How would you like to help CRCC?**

Let us know which areas of fundraising you are interested in by ticking one or more of the boxes below. Please note that roles aren’t always available in every area.

**Administration\*** (counting and banking income, maintaining floats for events, updating fundraising database)

**Communications and publicity** (create and oversee distribution of promotional materials, social media, newsletter)

**Corporate** (sourcing raffle prizes, thanking retailers, oversee nominated charity and token schemes)

**Events** (planning, organising and assisting with fundraising events, community stalls, information evenings)

**Speaker** (representing CRCC and speaking at public events benefiting the charity)

**Static collections** (managing and maintaining static collection tins in local communities)

**\*** Please note that this role requires being available to come into the charity’s office on weekdays during office hours.

If you would like to volunteer in a different way to those mentioned above, please let us know below:

**About you**

|  |  |
| --- | --- |
| **How did you hear about**  **Cambridge Rape Crisis Centre?** |  |
|  |  |
| **Why would you like to volunteer with the CRCC volunteer fundraising group?** |  |
|  |  |
| **Do you have any allergies or dietary requirements,**  **e.g. vegetarian, vegan?** |  |
|  |  |
| **Do you require any additional support needs or find anything difficult that we should be aware of when organising your volunteering with us?** |  |

In the box below, please tell us about yourself and any work and/or voluntary skills and experience that you think would be relevant to a volunteer fundraiser role with CRCC and any skills relevant to the areas of fundraising you are interested in. For example, are you good at organising, do you have experience co-ordinating events, do you enjoy speaking in public, can you drive, can you use a computer, do you enjoy using social media; do you work full-time or part-time; are you in full-time or part-time education; have you volunteered at a charity before?

You can enclose a CV with this application if you wish.

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**Your availability**

|  |  |  |
| --- | --- | --- |
| **How long are you able to volunteer with us?** | Short term *(under one year)*  Long term *(1-3 years)*  Open-ended  Specific time period *(please specify)*: | |
|  |  | |
| **How many hours a month do you**  **think you will be able to contribute?** |  | |
|  |  | |
| **When do you tend to have availability?** | Weekdays – daytime  Weekdays – evenings  Weekend – daytime  Weekend – evenings | *(tick all that apply)* |
|  |  | |
| **Will you be able to attend the monthly**  **Volunteer Fundraising Group meetings?**  (these are normally held on the last Tuesday of each month,  6-8pm in the CRCC office in central Cambridge) | Yes  No  I will be able to attend the majority | |

**References**

Please provide us with two references from people who can comment on your skills, experience and suitability to volunteer with CRCC. They need to be over 18 years of age, not a relative and ideally people you have worked with, either as an employee, volunteer or doing campaign or community work. They can be a university/college tutor or women’s officer.

|  |  |  |
| --- | --- | --- |
| **Referee 1** | Name:  Email:  Telephone/Mobile:  How do you know this person? |  |
|  |  |  |
| **Referee 2** | Name:  Email:  Telephone/Mobile:  How do you know this person? |  |

**Keeping in touch and your personal information**

Thank you so much for supporting Cambridge Rape Crisis Centre. If you complete this form we will add you to our database in order to effectively manage and organise your volunteering with the charity. If you are successful in your application to volunteer with CRCC, and with your permission, we will share certain details - your contact details, emergency contact, areas of fundraising interest, any allergies or dietary requirements, availability and any relevant skills or experience you provide - with other volunteers in the Volunteer Fundraising Group to support your volunteering experience. This form is not shared with the group and remains confidential within the charity.

Please tick this box if you are happy for us share your details, including your email address, postal address and mobile number, with other members of the Volunteer Fundraising Group only for the purposes of supporting your volunteering. All volunteers within the group keep these details confidential and within the group and the charity.

We (Cambridge Rape Crisis Centre) take your privacy seriously and will always treat your personal details with the utmost care and will never sell or swap your details with third parties for their marketing purposes. In order to carry out our activities as a charity we process and store personal data relating to our supporters when it is provided to us for the purposes of communication, marketing (only with your permission), analysis and administration purposes. We store your personal data securely and only for as long as we are legally required.

If you are happy to hear from us by email about news, fundraising, events, volunteering, products from our shop and how your support is benefitting local women and girls impacted by rape and sexual violence (which includes our newsletter) please tick the box below.

**PLEASE NOTE:** If you already hear from us by email then you need to tick the box to continue hearing from us. If your leave the box blank, we will have to take it that you no longer wish to hear from us.

Yes, I would like you to keep in touch by email

You can change the way we communicate with you at any time by contacting us on 01223 313551 or emailing fundraising@cambridgerapecrisis.org.uk. For more information about how we protect and use the data you give us see our Privacy & Data Protection Policy on our website.

If you’d like to find out more about some of the other ways you could get involved, please let us know by using the tick boxes below, and we will get back to you as soon as we can.

Please send me information about:  Making a donation or a regular gift  Leaving a gift in my Will

**Agreement and declaration**

**By signing/writing my name below, I agree as a fundraising volunteer for Cambridge Rape Crisis Centre:**

* That all the information I have given on this form is, to the best of my knowledge, true and correct.
* I agree to abide by the policies and procedures of Cambridge Rape Crisis Centre (available on request).
* I will uphold the values and behaviours of Cambridge Rape Crisis Centre and will always act appropriately and with the highest standards of trustworthiness and not in any way that could harm the reputation of Cambridge Rape Crisis Centre.
* I understand that my volunteering with Cambridge Rape Crisis Centre may involve issues of a sensitive and highly confidential nature and that I will maintain confidentiality at all times. Anything I hear or learn regarding staff, clients, supporters, partners or organisations related to Cambridge Rape Crisis Centre I will not share outside the charity.
* All money and gifts in kind related to Cambridge Rape Crisis Centre held by me are held in trust temporarily until they can be given to Cambridge Rape Crisis Centre.
* To undertake any training necessary for me to fulfil my fundraising volunteer role.
* I give consent for Cambridge Rape Crisis Centre to process the information I have given them, as detailed above, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations 2018.
* That this agreement is binding in honour only, it is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.
* I will carry out my role reliably and to the best of my ability, will meet time commitments and standards agreed to and will give reasonable notice so other arrangements can be made when this is not possible.

**Signed:**       **Date:**

To return your completed form to us, either scan and email it to fundraising@cambridgerapecrisis.org.uk or post it to: Clare Baker, Cambridge Rape Crisis Centre, Box R, 12 Mill Road, Cambridge CB1 2AD.



**Thank you for completing this application and for your interest in volunteering**

**your time and skills to support Cambridge Rape Crisis Centre through our Volunteer**

**Fundraising Group.** Registered Charity No. 1179871