



Suite 3a, Victoria House, Brighton Road, Redhill, Surrey, RH1 6QZ
Email: janet@rbcvs.org.uk Tel: 01737 762115

GUIDANCE FOR VOLUNTEERS

WELCOME TO VOLUNTEERING Thank you for contacting us

Reigate and Banstead Volunteer Centre is here to provide information and advice to help you find the volunteering role that suits you best. Volunteering offers you the chance to learn new skills and develop your interests while putting your existing knowledge and experience to good use.

You may wish to consider your own motives for becoming a volunteer. Volunteering can provide fresh opportunities, valuable training, new friends, as well as the chance for personal development and enhancing your CV. Placements are available throughout the week and at various times, giving you the chance to fit volunteering into your existing schedule. Here are some suggestions about volunteering; we hope you find them helpful.

Frequently Asked Questions

Organisations using volunteers will be happy to answer the following:

- What will be expected of you?
- With whom will you liaise?
- To whom will you be responsible?
- Will you be volunteering alongside others?
- Are they also volunteers?
- Is there anything you should know about how you are expected to co-operate as a team?
- How many hours are you expected to volunteer?
- Do you need to commit yourself for a certain length of time?
- Is there any training?
- Where does this take place? •Are out of pocket expenses paid?

Insurance

Ask about insurance. For example, do they have public liability insurance? If you are driving on behalf of an Organisation, it is important to find out who is responsible for insurance cover.

Job Seekers

If you are actively seeking work, you will need to inform whoever is in charge and find out how quickly you can leave the project. Volunteering will not affect your benefits.

Confidentiality

This is just as important in volunteering as in any paid work. Do not betray anything confidential you may get to know in the course of your volunteering.

Reliability

If you cannot fulfill your commitments, either temporarily or for the foreseeable future, always inform the people with whom you are volunteering. Remember, though voluntary, your contribution is valued and people are relying on you. It is better not to over commit yourself or make a promise you cannot keep. If you encounter difficulties always try to discuss them with whoever is in charge often these can be resolved. Don't just give up, you can always come and see us again.

GOOD LUCK AND HAVE FUN