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[www.ncvo.org.ky](http://www.ncvo.org.ky) | [www.facebook.com/NCVOCaymanIslands](https://www.facebook.com/NCVOCaymanIslands) | <https://twitter.com/ncvoky>

## Volunteer Information Sheet

FULL NAME \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ (H) \_\_\_\_\_ (C)

EMAIL ADDRESS \_\_\_\_\_

NATIONALITY \_\_\_\_\_ Birthdate: \_\_\_\_\_

PRESENT PLACE OF EMPLOYMENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PREVIOUS PLACE OF EMPLOYMENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

AVAILABILITY? M/T/W/T/F/S Times: \_\_\_\_\_ to \_\_\_\_\_

PROFESSION \_\_\_\_\_

HOBBIES \_\_\_\_\_

SPECIAL SKILLS \_\_\_\_\_

**NCVO PROGRAMME PREFERRED?** (check one)

- Bargain Shop
- Administration
- Fundraising
- Children's Programmes (**must be 18+**)

**WHY DO YOU WANT TO VOLUNTEER FOR THE NCVO?** \_\_\_\_\_

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**DATE:** \_\_\_\_\_

\*\*\* Please note:

- A **POLICE CLEARANCE CERTIFICATE** is required before volunteer services can begin.
- Please provide two character references as part of the "Seal of Protection Guidelines"
- **\*\*Students are not allowed to volunteer within the NCVO's Children Services Programmes i.e. Miss Nadine's Preschool/Jack & Jill Nursery/ Nadine Andreas Foster Home. Volunteers must be 18 or older and provide a police clearance certificate.**

**Thank you for your interest in the NCVO! 😊**

CLASSROOM/AREA ASSISTING: \_\_\_\_\_ (for admin use)



## VOLUNTEER WAIVER FORM

I understand that I am volunteering my time and waive all rights for compensation.

I will only perform volunteer work as directed by the staff of the N.C.V.O and that I feel comfortable and capable of doing. I agree to release the NCVO of any and all claims which may arise as a result of any expenses, personal injury, loss or damages incurred during my participation while volunteering with the NCVO.

I also give permission to the N.C.V.O to use photographs, film, videotape of me or my likeness and quotations from me regarding my participation in this event.

All questions have been answered to my satisfaction.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **FOR ALL MINORS:**

If the volunteer is under eighteen (18) years of age, the terms and conditions of this waiver and release are agreed to by the volunteer's parent or guardian as evidenced by the parent's or guardian's signature below on behalf of the volunteer. Parental supervision is a requirement for all minors wishing to volunteer.

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



## NCVO Volunteer Policy

Volunteers are an important and valued part of the National Council of Voluntary Organisations (NCVO). We hope that you enjoy volunteering with us and feel like you are part of our team.

This policy tells you what you can expect from us, and what we hope for from you.

### **We, the NCVO, will do our best:**

- to introduce you to how the organisation works and your role in it.
- to provide time when possible so that you can tell us if you are happy with how your tasks are organised and get feedback from us.
- to consult with you and keep you informed of possible changes.
- to try to resolve fairly any difficulties you may have while you volunteer with us.

### **Please endeavor to:**

- work reliably to the best of your ability, and to give as much warning as possible whenever you cannot volunteer when expected.
- follow the NCVO's rules and procedures.
- perform your volunteering role to the best of your ability.

Please note the volunteering policy:

- A minimum of 30 hours volunteer time should be completed before a letter of reference can be given from the NCVO stating your service to the organization.
- A police clearance certificate is **required** along with the volunteer application form for persons 18+ years old.
- Ensure you sign in/out - before/after volunteering.
- No cameras or excessive use of cell phones should be used while volunteering in any NCVO programme (unless authorized by NCVO senior staff member).
- Workplace confidentiality should be adhered to while volunteering.
- Please do not misuse the NCVO's equipment or facilities.
- Respect to NCVO staff members and persons under the NCVO's care should be displayed at all times.
- Conduct should be of a professional manner at all times when volunteering.
- For all non-Caymanian's please bring in your **passport to be copied**.
- No volunteer should ever be left alone, or asked to undertake a task where they will be alone with any child within the preschool or nursery.