

REQUEST FORM

YOUR DETAILS

Name		Telephone Number	
Email Address			

YOUR ORGANISATION'S DETAILS

Name	
Address	

PROJECT DESCRIPTION

Please provide a brief description of the role you would like our volunteers to fill in your organisation:

PROJECT CONTACT

If you have spoken to a member of staff who has already agreed to help with your project, please tell us their name:

DATES AND TIMES

Do you have a specific date in mind?	
Do you have a specific time in mind?	
If not, please indicate roughly when you would like this volunteering opportunity to take place:	

ON THE DAY

Please provide details of where, and to whom, our volunteers should report to on the day:

Contact Name	
Contact Address	
Contact Telephone Number	
E-mail Address	

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ADDITIONAL INFORMATION

Please use this space for any additional information you may have, including any skills, qualifications or checks our volunteers may need, e.g. CRB/Disclosure Scotland checks.

PROVISIONS

Please indicate which of the following your organisation will provide for the volunteers:

Health and Safety Discussion	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Site Awareness	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Welfare facilities e.g. toilets, drinks	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
CRB / Disclosure Costs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

DECLARATION

I understand that this volunteering opportunity, along with volunteer comments and photos, may be posted on SSE websites, and that SSE may also contact the press to publicise the work carried out by their staff.

I also understand that the information contained within this form will be used for contacting my group/organisation with enquiries relating to this volunteering opportunity, details of potential volunteers and for feedback purposes.

Signed:

Name:

Organisation:

Date:

THANK YOU!

We are delighted that you have shown interest in our volunteering programme and we really hope that we can help you with your event/project.

Please be aware that it may take a couple of weeks for you to receive any contact from us, but we promise to be in touch with you as soon as possible!

If you need any help completing this form, or for further information on our Community at Heart scheme please contact our Community Volunteering Manager, Cindy Cummings, on 0118 953 4156 or 07584 313788

You can scan and then email this form to volunteering@sse.com, fax it to 0845 072 4351 or send it by post: SSE Community at Heart, Corporate Affairs, 55, Vastern Road Reading. RG1 8BU