**ENFIELD BOROUGH OVER 50S FORUM**

**Volunteer Information Sheet**

**Name …………………………………………………**

**Address …………………………………………………………………………………………………………………………………………**

**Phone…………………………………………………Email ……………………………………………….…………………………………………**

**Would you be happy for us to do a background criminal check on you - please state yes or no……………….**

**At the Forum we have several different volunteer roles.**

**Please tick which of the following you are interested in**

**1. Office work – once a week**

**This involves labelling envelopes, scanning, shredding, and guillotining forms. No special skills needed for these roles but please tell us here whether you have any computer skills …………………………….**

**2. Helping at public events – now and again**

**This involves being part of a group booking people into events on the day, serving teas and lunches, stewarding, setting up and clearing up. It may also involve being part of a rota to (wo)man a stall at shows and festivals. No special skills needed but we do need people who are willing and able to help move around furniture. Please indicate here whether you are able to help with moving furniture ………….**

**3.**

 **Management Committee member – meetings one a month, plus sub committees, plus work in between times.**

**Management Committee members are responsible for the overall direction of the Forum and are involved in decision making, attending meetings with outside organisations, councillors etc.**

**4. Genealogy Group Volunteers – meeting on a Saturday afternoon at the Dugdale Centre. Volunteers are needed to meet and greet new members and to help them in ancestory searches.**

**5. Social Committee Member – meeting once a month plus arranging socials.**

**Members of the social committee organise social events for members of the Forum which are advertised through our newsletter. Members attend a meeting once a month, suggest and agree on socials and organise their own events – booking venues, transport and people onto the trip etc. You will need to be prepared to undertake work from your own home. Expenses can be reclaimed through the Forum.**

**6. Distribution of newsletter - maximum of every 2 months.**

**A group of volunteers meet in Millfield House once every 2 months to pack newsletters into envelopes for distribution to our members. We have a large group of volunteers undertaking this work and we do not always need everyone every session.**

**7. Job Search and CV volunteers – for a Monday and or Wednesday morning. Help people over 50 in job searches and in claiming universal credit. Interviews are held periodically for this project and full training/supervision offered.**

**8. Other activities – please suggest**

**We are always interested in hearing about other things you would like to volunteer to do. For example we run a number of groups – woodworking, book club, writing club, poetry club which are very popular and are all run by volunteers. If you have any suggestions (please don’t suggest something you are not prepared to volunteer in) please list them here.**

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**Training**

**Please list below any training you would be interested in undertaking in order to carry out the above roles**

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**Thank you.**

**Please return this form to Enfield Over 50s Forum, Millfield House, Silver Street, London, N18 1PJ**