



Span Arts Volunteer Application Form

Tel 01834 869323

email admin@span-arts.org.uk

www.span-arts.org.uk

Personal Details

Surname Title (Mr Mrs Miss Ms etc.)

First Name

Address

.....

Post Code

Phone

Mobile

E-mail

Welsh Speaker?

Yes

No

If YES, please circle below

Fluent

Conversational

Written

Learner

Other

When are you usually available?

Please circle all that apply or state your preferences

Monday / Tuesday / Weds

Daytime

Evening

Thursday & Friday

Daytime

Evening

Saturdays

Daytime

Evening

Sundays (occasional)

About You

Please tell us briefly why you are interested in volunteering with Span Arts and give details of any particular skills you can offer, e.g. computer / admin, events, working with children/young people, artistic, craft & music skills etc.

Please tell us about any specific needs you would like us to take into account; **if you prefer you can give us this information when we first meet to discuss your volunteering role e.g. mobility. This information will be treated as strictly confidential.**

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References

Please provide the contact details of 2 people who know you, but are not related to you.

We will seek these references in instances where you will be handling money.

Reference 1

Name:

Address:

.....

Postcode:

Telephone:

Email:.....

Reference 2

Name:.....

Address:

.....

Postcode:.....

Telephone:.....

Email:.....

Please note: Span Arts works with children and vulnerable people; volunteers having particular access to these groups will be required to have their criminal records checked. However, Span Arts is committed to the promotion and delivery of equal opportunities for volunteers and so has a policy to ensure ex-offenders are not discriminated against.

All offences, other than sexual crimes against a child or vulnerable adult, will be treated on an individual basis taking into account issues such as the risk to our users, the circumstances of the offence (e.g. what it was, is it relevant to the volunteer role, how long ago it was) and the reputation of Span Arts.

Statement

I apply to become a Span Arts Community Volunteer.

I agree to undertake a DBS (Disclosure & Barring Service) Check if relevant and the result to be disclosed to Span Arts Ltd in confidence.

Signature

Date

Please complete this form and return to

Volunteer Recruitment

Span Arts

Town Moor

Moorfield Road

NARBERTH SA67 7AG

For Span Arts Office Use Only

Application Received Date:

1st Meeting Date:

References received 1)

Date:

2)

Date:

DBS required? Yes / No

Application sent date

Checked by Span Arts rep. Signature & date



How you can help

Name:

To help us make the best use of volunteers and your skills and interests, please look at the list below.

These are the broad areas where we require volunteer help. Please ask if you need any explanation of the tasks

Please tick all that you **may** be interested in; the list is not endless, but will help us get an idea of what you might like to do and we can utilise your skills and aspirations

All volunteers will be under the supervision of paid staff or as agreed by the Trustee Board

1 Administration

Telephone & reception Ticket sales Computer skills Website management
Bookings for events etc Membership DIY & Building maintenance IT
Volunteer recruitment Other (state what)

2 Marketing / Publicity

Poster & leaflet design & graphics Membership Newsletter Poster distribution
Press releases / media networking Social Media ~Facebook, Twitter etc
Other (state what)

3 Events ~ Gigs ~ Performances

Programme Planning Event Management Box Office Security / Stewarding
Technical (PA / Lights etc) Set-up / Take down Merchandising / Food
Sales
Other (state what)

4 Workshops

Adult Sessions Children's Sessions Planning Supervision
Artistic skills Craft Art Music Other (state what)

5 General / Other

Not sure what I can do but willing to have a go & join in

I can offer the following skills (state what)

6. Trustee Board / Governance / Staff Support

We welcome people who are interested to help with the governance of the Charity & to be involved in strategic planning and monitoring and developing our events and community work. All Trustees are also Directors of the Company. We meet in the evening on the last Wednesday of the month.

Trustee General Governance Finance Personnel Health & Safety

Knowledge & experience of Arts Management / Marketing & Publicity

Music & Performing Arts Programming Events Management

Volunteer / Staff Management Company Secretary Minutes Secretary