



VOLUNTEER APPLICATION FORM

West End House Upper Green Higham Bury St Edmunds Suffolk IP28 6PA

Tel: +44 (0) 1284 810220 Mob: +44 (0) 7770 855303

E-mail: office@ourspecialfriends.org

Website: www.ourspecialfriends.org

Thank you for expressing an interest in volunteering with **Our Special Friends**.

Our Special Friends is a charitable organisation that specialises in the practical and emotional support of the human-companion animal bond, particularly in the elderly, vulnerable and socially isolated, and your support is greatly appreciated. There are several ways in which you can help, such as dog walking, home visiting with your own pet or carrying out various administrative tasks.

REFERENCES:

Please provide details of two individuals for reference purposes. These can be friends, neighbours or work colleagues who have known you for five years or more, but not family members. All successful applicants will be DBS checked by the organisation.

PHOTOGRAPHS:

A passport sized photograph is needed for a volunteer identity badge. This should show a clear view of your face, unobstructed by sunglasses or hats. The identity badge is something that gives our clients peace of mind and is also used for insurance purposes.

VISITING PETS:

Your pet will need to be assessed for suitability and further details of this procedure will be discussed with you after your initial application has been received.

Processing your application can take several weeks but we will contact you as soon as possible after we have communicated with your referees. If you have any queries please do not hesitate to contact us.

All personal information that you provide on this form will be handled in accordance with the Data Protection Act 1998. This will be held securely and used for responding to you and for internal administrative and mailing purposes only and will not be passed to any other party.



Our Special Friends Volunteer Application Form

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Tel: +44 (0) 1284 810220 Mob: +44 (0) 7770 855303

E-mail: office@ourspecialfriends.org

Website: www.ourspecialfriends.org

Full Name (*including title*) Date of Birth

Address

..... Post Code

Email

Phone Mobile

Occupation

Emergency contact (*name, relationship, phone*)

Do you have any medical conditions, physical limitations or are you taking medication that could affect your volunteering? If so, please give details

Experience with animals (*eg type of pets owned or cared for, now and in the past*)

Please give the date of the last occasion you lost a pet

Could you do regular dog walking?

Could you take your own pet on home visits? If so, please give pet details

How far would you be prepared to travel?

How would you most like to help? (*Some possibilities are on the last page.*)

Please list any skills and experience you have that you feel could benefit our organisation.

Please tell us what you would like to get out of volunteering for OSF.....

Availability (please tick those days and times when you could be available)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							

How did you hear about **Our Special Friends**?

*As a volunteer for **Our Special Friends** (the organisation) I agree to abide by its policies and procedures. I understand that I will be volunteering at my own risk and that the organisation and its associates cannot assume responsibility or liability for any accident, injury or health problem which may arise from the volunteer work I undertake for the organisation. I agree that all the work I do is on a voluntary basis and I am not eligible to receive any monetary payment or reward but that appropriate expenses can be reimbursed.*

Signed Date

YOUR NAME

DBS Certificate Number (if applicable).....

REFEREE DETAILS: Please provide the details of two people who have known you for five years or more (*excluding family members*). Please print full postal and/or email addresses.

First Referee

Surname First Name
Title Phone
Address
.....
Email
Relationship to you

Second Referee

Surname First Name
Title Phone
Address
.....
Email
Relationship to you

Include a recent passport sized photograph:



Examples of possible volunteer activities

Dog walking:	walking client's dog accompanying client on walks with client's own dog
Animal-assisted activity (AAA):	visiting in the home or in the care setting with volunteer's own pet accompanied dog walking with volunteer's dog
Befriending:	with animal being taken in to the client eg AAA without animal being taken if there is an existing pet
Practical help:	eg fencing, mowing, site cleaning, poop scooping etc
Visiting:	signposting AAA signposting practical and emotional support
Administration:	filing, data entry, general paperwork (could be office based or remote)
Financial assistance:	accounts, invoices, book keeping
Giving talks:	
Fund raising:	
Events organisation:	
Publicity:	distributing literature, media interviews
OSF ambassador/representative:	raising awareness of OSF
Bereavement support:	signposting counsellor emotional support/befriending
Research:	suitable pets, social media items, potential intermediaries/stakeholders website updates, newsletter items
Assessments:	home, clients, animals
Training:	dogs, volunteers, intermediaries
Driving:	eg taking to and from vet appointments, transport for rehoming
Ancillary services provision:	eg behaviourist, physiotherapist, groomer
Advance care planning:	facilitate and document decisions for clients' future

Please note: we value all offers of help, however we are unfortunately not able to take up all volunteer applications.

Completed forms should be sent to:

OSF Volunteer Administrator, West End House, Upper Green, Higham, Bury St Edmunds, Suffolk, IP28 6PA

FOR OFFICE USE ONLY Application acknowledgement sent Interview

References: 1st 2nd DBS **Pet assessment:** Needed

Application accepted **Application declined** **Volunteer notified**

Recruitment completed **Database entry** **Badge issued**