



## Volunteer Contact Details Form

Name	
Address	
Postcode	
Telephone	
Mobile	
Email	

## How Can We Contact You?

We promise never to sell or swap your details and you can change your preferences at any time. To do so, simply call 01773 881188 or email [volunteering@derbyshirewt.co.uk](mailto:volunteering@derbyshirewt.co.uk).

Our Privacy Policy can be viewed on our website at [www.derbyshirewildlifetrust.org.uk](http://www.derbyshirewildlifetrust.org.uk). Derbyshire Wildlife Trust will contact you about volunteering by any form of contact you provide.

**Please state if you would also like to be contacted by Derbyshire Wildlife Trust about conservation, membership, fundraising and other activities by any method below:**

Phone: Yes  No

Mail: Yes  No

Email: Yes  No

## Emergency contact details:

Name	
Telephone	

## Have you any relevant medical conditions?

Conditions	
Allergies	
Other	

# How did you hear about volunteering?

How?	
Comments:	

## Volunteering Induction:

Date of induction:	
Volunteer Role:	
Team Leader:	
Role Title:	

## Induction Checklist:

Task to complete	Complete?
Role description explained - Activities, role, responsibilities.	
Who to report to and their contact details (if different to the person conducting induction then please write name in the completed box).	
Introduction to other people working in the Trust (where possible).	
Tour of premises/site where working	
What to do in an Emergency - Including evacuation procedure (both office and out on site).	
First-aid - Location of first-aid kits / first-aiders.	
Expenses: 'reasonable' expenses and procedure for claims.	
Copyright / Intellectual Property: Volunteer agreed to donate/share copyright/ intellectual property to Derbyshire Wildlife Trust (if applicable).	

Briefs for Practical / Off-site Volunteers	Complete?
Health & Safety (eg PPE / Safe use of equipment / Lifting and Handling).	
Risk Assessment Guidance and Form (if role requirement).	

## Signatures:

	Signature	Date
Volunteer signature:		
Team Leader signature:		