Volunteer paperwork

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# Example volunteer agreement form

**YOU MUST GET THIS DOCUMENT CHECKED BY YOUR INSTITUTIONAL LEGAL TEAM BEFORE USE! (DELETE THIS TEXT TO PRINT]**

[insert institutional logo]

[insert date]

Dear …………………………………………………………………..,

## Volunteer agreement

This letter sets out what we can each reasonably expect from your volunteering role with the [name of institution] (the “**University**”) as part of the [insert town/city/region] Live Music Census. The University appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

## Volunteer role

Your role as volunteer is as **General Volunteer / Team Leader** [delete as applicable]. See over for role descriptions.

This role will start on **[insert Census snapshot census date]**. The Census data collection period ends on [insert day after snapshot census date] but there may be follow-up questions to complete, therefore your role as a volunteer may continue (within reason) after [insert day after snapshot census date] until all data has been submitted. We expect you to perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities, and to comply with our anti-bribery policy and procedures. You can expect us to deal with you in accordance with our equal opportunities policy.

## Induction and training

We will provide an induction explaining what we do and how volunteers fit within the [insert town/city/region] Live Music Census. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety.

## Supervision and support

Your main point of contact during your volunteering with us is your Team Leader and [insert name of Local Census Co-ordinator], who will be available to discuss any problems or complaints you may have. Please give [insert name of Local Census Co-ordinator] as much notice as possible if you are unable to volunteer when expected by contacting [phone number].

## Expenses [if available]

We will provide a lump sum of £[…] to cover your travel expenses following your undertaking of the volunteer role. No other expenses or costs will be provided.

## Confidentiality

In the course of providing your volunteering services, you may have access to confidential information relating to the University. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

This agreement is binding in honour only, is not intended to be a legally binding contract between us, and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Please acknowledge that you understand the contents of this letter by signing, dating and returning below.

Yours sincerely,

[local Census co-ordinator name]

**PLEASE TURN OVER**

I understand the contents of this letter. Signed,

Name ..................................................... Signed ................................................................

Date ........................................................ Contact tel. no: ...................................................

Contact email address ................................................. ................................................. ............................

Emergency contact name ................................................. ................................................. …………………

Emergency contact number ................................................. ........................................................... ……….

**Role descriptions**

**General Volunteers** will go to the assigned venue(s) on the snapshot census date and collect venue and/or audience data, as designated by the Team Leader. They will be responsible for submitting data at the end of their shift (hard copy surveys and/or survey software) and for completing any follow-up questions with venues where necessary.

**Team Leaders** will manage a small team of General Volunteers. They will be allocated an area of the town/city and venues and supplied with maps and venue lists. Team Leaders are responsible for ensuring that General Volunteers sign this volunteer agreement form and for signing on/off team members at the end of the shift. Team Leaders are responsible for ensuring that all venues’ data has been submitted. Team Leaders may be required to distribute expenses if the Census HQ is closed at the end of the Team’s shift.

# **Example participant information document**

**THIS IS AN EXAMPLE ONLY. YOU MUST GET YOUR OWN UPDATED PARTICIPANT INFORMATION DOCUMENT CHECKED BY YOUR INSTITUTIONAL LEGAL TEAM BEFORE USE! (DELETE THIS TEXT TO PRINT]**

## **BRIEF OVERVIEW:**

**What?** **The [insert town/city/region] Live Music Census is** the first ever national music census to map live music activity in town/city/region.

**Who?** It is being run by researchers at [insert institution].

**Why?** Your data will help to understand the value of live music and help to protect it.

**How long will it take?** This survey should take no longer than 5 minutes.

**What happens to my data?** Your data is protected under the Data Protection Act 1998 (the “Act”)), and will only be shared with other parties as set out in this privacy policy/participation information document.

## **PARTICIPANT INFORMATION – IN DEPTH**

**What is the [insert town/city/region] Live Music Census?** The [insert town/city/region] Live Music Census will be the first ever live music census in the [town/city/region]. A snapshot census will take place from noon on [insert snapshot census date] to noon on [insert day after snapshot census date]. An online survey will be open from [insert dates].

**Who is behind the [insert town/city/region] Live Music Census?** The [insert town/city/region] Live Music Census (“we”) is a new project by the [insert institution]. For more information about the project, please see our website – [insert URL]. Personal data submitted by you to the [insert town/city/region] Live Music Census will be held by the [lead institution acting as data controller] (who will be the data controller of your personal information for the purpose of the Data Protection Act 1998 (the “Act”)), and will only be shared with other parties as set out in this participant information sheet.

**What personal information do we collect from you?** We ask for – although you do not have to provide – your email address, age, location (postcode), gender, legal partnership status, number of children in your household, employment status, ethnic group, income of highest earner (within bands of Up to £5,199; £5,200 and up to £10,399; £10,400 and up to £15,599; £15,600 and up to £20,799; £20,800 and up to £25,999; £26,000 and up to £31,199; £31,200 and up to £36,399; £36,400 and up to £51,999; £52,000 and above), and health status. By giving us this information you are giving us permission to contact you via email about the [insert town/city/region] Live Music Census.

**How will we use the personal information about you?** We are collecting your personal information for research purposes for the [insert town/city/region] Live Music Census. The findings will be written up into research papers and a public-facing report to be published in [insert date of report publication], but you will not be personally identifiable from any data published in this report.

**Who might we share personal information with?**

[list any organisations with whom the data might be shared and state the expected purpose of such sharing].

None of these parties will use your data to send any marketing communications to you.

**How long will we keep personal information for?** The [insert town/city/region] Live Music Census project reaches its end in [end date]. [describe what will happen to the data once the project has finished]

**Where will personal information be stored?**

[describe the online survey tool you are using and where the data will be stored]

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to this site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

**Access to Information** The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

**Contact** Questions, comments and requests regarding this privacy policy or for any other aspect of the [insert town/city/region] Live Music Census project are welcomed and should be addressed to [insert contact details]

# Template for ID cards

**ADD THE NAME OF YOUR OWN TOWN/CITY/REGION [DELETE THIS TEXT TO PRINT]**

|  |  |
| --- | --- |
| Volunteer name:  Census co-ordinator:  Signed: | Volunteer name:  Census co-ordinator:  Signed: |
| Volunteer name:  Census co-ordinator:  Signed: | Volunteer name:  Census co-ordinator:  Signed: |
| Volunteer name:  Census co-ordinator:  Signed: | Volunteer name:  Census co-ordinator:  Signed: |
| Volunteer name:  Census co-ordinator:  Signed: | Volunteer name:  Census co-ordinator:  Signed: |
| Volunteer name:  Census co-ordinator:  Signed: | Volunteer name:  Census co-ordinator:  Signed: |

# Expenses claim form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Volunteer Name (please print)** | **Honorarium received (£s)** | **Date** | **Signature of volunteer** | **Local Census co-ordinator signature** |
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| --- | --- | --- | --- | --- |
| **Volunteer Name (please print)** | **Honorarium received (£s)** | **Date** | **Signature of volunteer** | **Local Census co-ordinator signature** |
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