



Volunteer Policy

Appendix 3.

Welcombe Radio Volunteer Agreement and Membership Forms - June 2019

Please read the following statements which are related to the Welcombe Radio Volunteer Policy. In signing the following Volunteer Agreement, you confirm that you understand, accept and agree to be bound by the provisions of the Welcombe Radio Volunteer Policy.

If you are uncertain about any part then please discuss this with the Station Manager before signing this agreement. There will be two hard copies of this agreement, one to be kept by the volunteer and one by the Welcombe Radio Management Team.

Personal and contact details

First name:	Surname:
Address:	Email address:
	Mobile phone:
Postcode:	Home phone:
Preferred method of contact:	
Age if under 18:	Date of birth if under 18:

If you are under 18 or a Vulnerable Adult, please ask your parents/guardian to complete the supplementary form on page

Please read the following statements and tick the boxes to indicate that you understand and agree to each one.

- I understand that a volunteer agreement does not constitute a contract of employment and that volunteering for Welcombe Radio is my free choice.
- As a volunteer I agree to become member of the Welcombe Radio family and pay an annual subscription (see page 11 for details).
- I agree that my personal contact details can be stored securely by the Welcombe Radio Management Team.
- I understand the importance of the Welcombe Radio ethos that lies at the heart of how the radio station operates.
- I understand the Ofcom Principles and Rules for broadcasters and agree to abide by them.
- I have read and agree to abide by the Welcombe Radio:
 - Health and Safety Policy.
 - Safeguarding Policy.
 - Equality and Diversity Policy.
 - Data Protection Policy.
- I am aware of the importance of the information laid out in the Welcombe Radio Wellbeing Policy and will act accordingly in relation to my own and other Welcombe Radio volunteers' wellbeing.
- Having read the Volunteer Policy I understand the commitment that Welcombe Radio makes to its volunteers and what is expected of me by the radio station.
- I agree to abide by all aspects of the Welcombe Radio Code of Conduct.
- I agree to undergo a DBS Check and will pay the £10.20p. charge. I understand that my being a volunteer for Welcombe Radio is dependent upon the outcome of the DBS check. (See page 11)
- I understand the rules about raising of funds for Welcombe Radio.
- I understand that the Station Manager and Management Team of Welcombe Radio will terminate my role of volunteer for Welcombe Radio if I do not meet the standards laid down in the Volunteer Policy and this signed agreement.
- I understand that I need to give as much notice as possible to the Station Manager if I am bringing my volunteering for Welcombe Radio to an end.
- I understand that the PPL/PRS Licencing Authority have made it clear that it is not legal to play tracks from streaming services such as YouTube and Spotify. Therefore, I agree to only play tracks on Welcombe Radio which are from a legal source, e.g. I Love Music, Amazon, iTunes, or free-to-download websites.
- I also understand that if I upload a recorded broadcast or part of a recorded broadcast on to the WR YouTube Channel all commercial music tracks must be removed so as not to break the agreement with YouTube.

I understand that any programme promotional material that I produce must contain the Welcombe Radio logo, that any programme logo needs to contain the words, 'Part of Welcombe Radio' and these need to be agreed by the Management Team.

I agree to sell my soul to Welcombe Radio in return for a packet of mints and a talking chipmunk. (Whoops sorry, this was meant to be in the small print!)

There is nothing in the small print! Happy Days!

Volunteer Signature:

Witnessed by Station Manager:

Date:

Consent of Parent or Guardian for Young Person or Vulnerable Adults

Name of young person or vulnerable adult applying to volunteer

First name:	Surname:
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Details of parent or guardian/carer

First name:	Surname:
Relationship to young person / vulnerable adult:	
Address:	Email address:
	Mobile phone:
Postcode:	Home phone:
Messenger / Other as appropriate:	

- Please tick the box to confirm that you / guardian have read, understood, and will encourage the young person / vulnerable adult to abide by the Welcombe Radio Handbook and have signed the volunteer handbook form.

As the guardian of the young person / vulnerable adult named above, I consent to them becoming a volunteer for Welcombe Radio.

Signature:

Date:

Volunteer Membership

Type of membership Required: please tick		Payment type Required: please tick			
		Direct debit	BACs	Cheque	Other
Adult	£30pa				
Young person / vulnerable adult	£5pa				
Concession (After agreement with Trustees)	£				

Methods of payment

Setting up a direct debit Please complete the Santander Direct Debit Form on next page with reference to membership.

By BACS electronic banking transfers By internet banking via your own personal account using the information below.

By cheque Made payable to 'Welcombe Radio Membership'.

Welcombe Radio banking details

Santander
Account: Welcombe Radio
Account No.: 07280526
Sort Code: 09-01-29

Identification No.:
Santander Consumer (UK) plc,
Santander House,
86 Station Road,
Redhill,
Surrey RH1 1SR

Donations

Would you like to make a donation to Welcombe Radio at this time?
Please indicate an amount below.

£50	£30	£20	£10	Other

Methods of payment

Setting up a direct debit Please complete the Santander Direct Debit Form on next page with reference to membership.

By BACS electronic banking transfers By internet banking via your own personal account using the information below.

By cheque Made payable to 'Welcombe Radio Donation'.

Welcombe Radio banking details	Santander Account: Welcombe Radio Account No.: 07280526 Sort Code: 09-01-29 Identification No.: Santander Consumer (UK) plc, Santander House, 86 Station Road, Redhill, Surrey RH1 1SR
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OFFICE USE ONLY

Date entered database:		Membership No.:	
		Receipt No.:	
BACs confirmed		Direct Debit confirmed	
YES:	NO: (Follow up)	YES:	NO: (Follow up)
Cheque		Cheque cleared	
YES:	NO: (follow up)	YES: Date:	NO: (follow up)