



New Forest Remembers

untold stories of World War II



Private and Confidential

Date: 08/07/2015

Dear Volunteer

Volunteering Agreement

Thank you for agreeing to undertake some voluntary activities for the Authority on the New Forest Remembers – Untold stories of World War II Project. We are very grateful that you are willing to give up your time to help with the successful outcome of this important project. We hope you enjoy your volunteering with us and feel part of the project team.

The project has officially concluded (as of Sept 2014) but we are still in need of volunteers in specific areas. We will endeavour to give you as much notice as is practicable if this changes.

This letter tells you what you can expect from us and what we hope from you. It should be read in conjunction with the Authority's Volunteering Policy (copy enclosed/available on the Authority's website) and your volunteering Role Description, where you can also find guidance on the requested time commitment for your role. It is not a contract of employment.

The Authority will provide induction and training to support you in your volunteering role with the project and you will receive details of this separately. You will be supported and directed in your role by an assigned member of the project staff.

As you are aware, there is no remuneration for this voluntary position. The Project aims to ensure that volunteering is accessible to all and will cover reasonable travel expenses agreed in advance.

Your attention is drawn to the enclosed Volunteer Driver's declaration which must be completed and returned to the project team before any mileage claims can be considered. Contact with your insurer is advised and a suggested sample letter for you to send them is enclosed.

We appreciate your volunteering with us and commit to do our best to ensure your experience is a positive and rewarding one. We ask of you that you support the project's objectives and that you commit to:

New Forest National Park Authority

Lymington Town Hall, Avenue Road, Lymington, Hampshire SO41 9ZG

Education and Outreach Officer Gareth Owen

Tel. 01590 646652 Email Gareth.owen@newforestnpa.gov.uk

www.newforestnpa.gov.uk/wwii

VAT Reg No. 871 9343 00

- Uphold the Authority's rules, policies and standards, including health and safety procedures and equal opportunities policy in relation to staff, other volunteers and members of the public;
- Undertake a CRB check (paid for by the Authority) if we deem it necessary to your volunteering role;
- Maintain confidential information;
- Meet time commitments undertaken and give as much notice of absence as possible to the project staff, so that other arrangements can be made.

Ownership of data or other material collected or created by you in the course of your volunteering will lie with the Authority.

During the project numerous photos will be taken for creating the archaeological record, recording education and outreach activities, generating publicity and to promote further research. These may be taken by yourself or contain you as a subject. By signing up as a volunteer you agree that:

- Copies of photos taken by you as a volunteer will be passed to the New Forest National Park Authority free of charge and you give permission for them to be used (with appropriate acknowledgement) for any activities that the Authority are associated with; and
- You consent to photographs taken of you during the project, and in the course of volunteering, being used in National Park publications, online, in social media and external publications.

Please sign and return the attached duplicate of this letter as confirmation of your acceptance of this agreement.

If you have any questions, please do not hesitate to contact Gareth Owen or you can email the team on archaeology@newforestnpa.gov.uk.

Yours sincerely

Gareth Owen

Project Officer

I have received and accept the terms set out in this letter and the National Park Authority Volunteering Policy.

Name:

Signed..... Date.....

New Forest National Park Authority
Lymington Town Hall, Avenue Road, Lymington, Hampshire SO41 9ZG
Education and Outreach Officer Gareth Owen
Tel. 01590 646652 Email Gareth.owen@newforestnpa.gov.uk
www.newforestnpa.gov.uk/wwii
VAT Reg No. 871 9343 00

Volunteer Driver's Declaration

This declaration should be completed by any Volunteer driving their own vehicle in the course of volunteering duties.

I (full name of driver) _____

of (address) _____

do hereby declare the following:

1. I confirm that I hold a full UK driving licence to drive motor vehicles.
2. I confirm that my car insurance policy is valid and covers:-
 - (a) me for driving to and from sites where I will be carrying out volunteering duties on behalf of the New Forest National Park Authority.
 - (b) me and others when I am driving in the course of carrying out volunteering duties on behalf of the New Forest National Park Authority.

Contact with your insurer is advised – a suggested sample letter is enclosed (Appendix 2).

3. I confirm that my car is taxed and has a valid MOT certificate (if applicable).
4. If at any time my driving licence, insurance policy or MOT certificate becomes invalid, I undertake to notify my supervisor/manager that I can no longer drive on behalf of the New Forest National Park Authority.
5. I declare that I have no disabilities or illnesses which affect my ability to drive and undertake to notify my supervisor/manager if my health deteriorates to an extent that I then become unfit to drive.

Signature _____

Date _____

New Forest National Park Authority
Lymington Town Hall, Avenue Road, Lymington, Hampshire SO41 9ZG
Education and Outreach Officer Gareth Owen
Tel. 01590 646652 Email Gareth.owen@newforestnpa.gov.uk
www.newforestnpa.gov.uk/wwii
VAT Reg No. 871 9343 00

Name:
Address:
Date:

TO (Insurance company) _____
RE (Policy number) _____

Dear Sir/Madam

I intend to undertake voluntary work and, from time to time, I will use my vehicle to carry passengers or to carry out other duties, as requested. I will receive a mileage allowance for these journeys to cover the running costs of my vehicle in accordance with Section 1(4) of the Public Passengers Vehicles Act 1981, which exempts me from both Passenger Service Vehicle and Hackney Carriage / Private Hire Car licensing laws.

I have been asked to provide a declaration, of which clause 2 (detailed below) relates to insurance.

Clause 2

I confirm that my car insurance policy is valid and covers:-

- a) me for driving to and from sites where I will be carrying out volunteering duties on behalf of the New Forest National Park Authority.
- b) me and others when I am driving in the course of carrying out volunteering duties on behalf of the New Forest National Park Authority.

I would be grateful if you would confirm that my existing policy covers me for driving in the circumstance set out in clause 2. Please use the 'tear off' slip below.

Please also confirm that my insurance policy contains a clause indemnifying the agencies with which I am a volunteer against third party claims arising out of the use of my vehicle for such voluntary work.

Yours faithfully

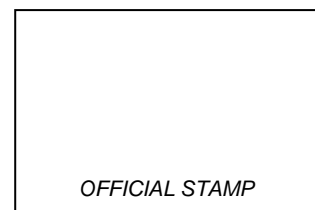
(Policy holder)



FROM (Insurance company) _____
Re (Policy number) _____
POLICY HOLDER / DRIVER _____

This is to confirm that your insurance policy covers you to drive in the circumstances set out at Clause 2 of the Declaration as added above (for which a mileage allowance may be received). This also confirms that the above policy contains a clause indemnifying the agencies with which you are a volunteer against third party claims arising from the use of the vehicle on such voluntary work.

ISSUED BY _____ DATE _____



New Forest National Park Authority
Lymington Town Hall, Avenue Road, Lymington, Hampshire SO41 9ZG
Education and Outreach Officer Gareth Owen
Tel. 01590 646652 Email Gareth.owen@newforestnpa.gov.uk
www.newforestnpa.gov.uk/wwii
VAT Reg No. 871 9343 00