

Making a difference
especially for you in ML2

MADE4U IN ML2

Volunteers

As a volunteer staff member you are a crucial part of the MADE4U IN ML2 Project, without your effort and the personal qualities you bring we could not do what we do. Therefore we want to make sure your experience is a happy and productive one.

Our promise to you:

- Before you begin as a volunteer we will meet to chat over what area of work you would be interested in and suited to.
- We will ask you to fill in a form which gives us basic information about you. This form will usually ask for references, certainly if your work would involve looking after children. Subject to role we may ask you to complete a Disclosure form also.
- We will give you a clear description of what you will be doing with us, when and for how long, and who would be your supervisor or the person in charge of your work.
- Every two months there will be a staff team meeting which we would ask you to make every effort to attend. We will also chat with you individually once a year to look at how things are going and see if it would be good to change anything or alter your involvement in the project. Of course you can speak to the Project Manager or your support worker about these things at any time.
- We will give you simple ways to contribute ideas to the project or to make complaints where necessary.
- We will give you the opportunity to take part in training and support you in taking advantage of that. Please tell us any training ideas you have.
- If you spend money on behalf of the project it will be reimbursed fully provided that you were given authorisation beforehand by the Project Manager or your support worker. This may include personal expenses such as travel undertaken for the purpose of your duties at MADE4U IN ML2.
- We will build up with you a portfolio collecting together a record of your experience as a volunteer staff member (such as certificates, awards, and records of work.)

Your promise to us:

- ✓ To uphold the Christian ethos of MADE4U IN ML2: accepting, loving, serving and protecting those who use the project.
- ✓ To make every effort to fulfil your role reliably and punctually as described in your Volunteer Job description. There will be occasions when you can't manage your normal commitments. Please ensure that you always call us to let us know as early as possible.
- ✓ To comply with the stated rules and policies of MADE4U IN ML2 which will be made available to you at the introductory training.
- ✓ To attend bi-monthly staff meetings whenever possible and aim to take up at least one training opportunity each year.

MADE4U IN ML2 agrees to fully support you by following its Volunteer Policy

MADE4U IN ML2 is a –
Charitable company limited by guarantee registered in Scotland no: 295239 and a recognised Scottish charity no: SCO37087