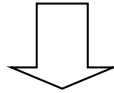


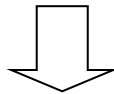


To Become an Action Cancer Volunteer

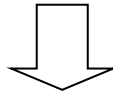
Find out about Action Cancer – visit our website, read our literature, talk to staff and volunteers.



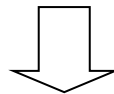
Collect a volunteer information pack from Reception, your nearest shop, email info@actioncancer.org or call 028 90803344.



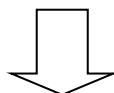
Complete and submit your Volunteer Application Form



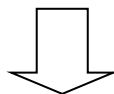
Attend informal interview. Await reference check



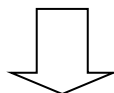
Where a suitable volunteering opportunity is available, start Volunteering in Action Cancer House, your chosen shop, at fundraising events or with your chosen fundraising group (locations all across Northern Ireland)



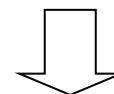
Attend Induction



One month trial period



Six month probation



You are an Action Cancer Volunteer



Volunteering Opportunities Available within Action Cancer

Teabar

Serving tea and coffee and chatting to ladies attending clinics.

Reception

Dealing with visitors in person and on the phone. Answering the telephone and directing calls to the relevant staff.

Fundraising Administration

Carrying out basic admin duties, including helping with mailings, filing etc. Computer literacy is not essential for this role although it would be useful.

Counting Donations

Assisting the Finance Assistant in the counting of donations that come in via our money box pigs and collection boxes throughout Northern Ireland.

Flag Days

Helping collect money in your local area during flag days. This would require a commitment of one or two days every six months. This role may suit a volunteer who does not want to commit time every week but wants to be involved on a more irregular basis.

Support Groups

Support groups are people in a local area coming together to arrange fundraising events. Maybe you would like to set up a new group in your area or get involved in an already established group.

Retail Stores

Helping out in one of our stores. This will involve providing customer service, sorting and merchandising stock, and contributing to the overall customer shopping experience.

Our stores are located across the province, including five Belfast locations: Cregagh Road, Ormeau Road, Something Different (Lisburn Road), Andersonstown Furniture, Andersonstown Boutique. We also have stores in Ballyclare, Carrickfergus, Coleraine, Enniskillen, Cookstown, Derry, Newry as well as furniture and boutique stores in both Lisburn and Bangor.

Many thousands of people have been touched by the work of Action Cancer- through the early detection services in Belfast, and throughout the province, our information and support services for cancer patients, our Men's Health Programme, awareness initiatives such as Breast Cancer Awareness Month. But great challenges still lie ahead of us. Cancer is set to become the most common cause of death in Northern Ireland. Cancer treatment and detection have improved greatly, but there is still much more to be done. We rely heavily on the support and dedication of our volunteers to enable us to carry out this vital work. As well as providing a very worthwhile service volunteering with Action Cancer has great benefits for the volunteers themselves, such as:

- Having fun and sharing great company
- Training & development
- Relieving boredom
- Learning new skills
- Gaining confidence
- Improving self-esteem
- Helping a worthy cause
- Meeting new people
- Making friends
- Gaining valuable work experience to add to your CV

WHO CAN VOLUNTEER?

Volunteers come from a wide variety of cultural backgrounds. We welcome applications from all sections of the community. We do not discriminate on the basis of race, religion, colour, gender, sexual orientation or political opinion. Opportunities exist for people of all ages whether they are working, unemployed, retired or studying.

It does not matter how much time you have to offer as a volunteer. You can work as little as an hour a month to 35 hours per week. Whatever your interest skills and experience there is sure to be a way you can help.

HELPING YOU TO HELP US

Action Cancer values its volunteers greatly and provides the necessary training and support to enable volunteers to effectively carry out their work. In addition to this any expenses, such as travel expenses are reimbursed so that volunteers are not 'out of pocket' as a result of helping Action Cancer.

Volunteers are invaluable within Action Cancer and greatly support and enhance the work of staff. If you would like to be involved in this vital and life saving work please collect a volunteer application form from Reception at Action Cancer House, from your nearest shop, by email at info@actioncancer.org or call 028 90803344.



Action Cancer House, 1 Marlborough Park, Belfast, BT9 6XS
Tel: 028 9080 3344 **Fax:** 028 9080 3356 **E-mail:** info@actioncancer.org
Website: www.actioncancer.org

For Office use only

Rec'd
Ack
Intrvw
Refs Sent
Refs rec'd
On Pams
Shop Vols
Location

Date Started

Volunteer Application Form

Name: _____ Surname: _____

Address: _____

Postcode _____

Tele no: Home: _____ Mobile: _____ Email: _____

Do you own a car? Yes / No

Driving License: Full / Provisional

Insurance: Comprehensive/Third Party/Business

Role interested in: (Please tick):

Fundraising Groups	<input type="checkbox"/>	Flag Days	<input type="checkbox"/>	Shops	<input type="checkbox"/>	Reception	<input type="checkbox"/>
Administration – Fundraising	<input type="checkbox"/>	Teabar	<input type="checkbox"/>				

If you would like to volunteer in an Action Cancer shop, at fundraising events, or with an Action Cancer fundraising group, please indicate the geographical area in which you would like to volunteer?

How did you hear about becoming an Action Cancer volunteer? _____

Why do you want to become an Action Cancer volunteer? _____

Are you presently engaged in, or have you done any voluntary work in the past?

What are your hobbies/interests? _____

If you are presently employed please give brief details of your work.

Employer	Job Title/Tasks Involved

Availability

PLEASE TICK TIMES AVAILABLE

	MON	TUES	WED	THURS	FRI	SAT	SUN
MORNING							
AFTERNOON							
EVENING							

PLEASE CIRCLE APPROPRIATE ITEM

I am available on a weekly / fortnightly / monthly basis?

References

Please name two people who we can contact for references. One of the referees should have known you for at least two years, and should preferably be a current or previous employer. Please do not nominate a relative or friend as a referee.

Referee 1

Referee 2

Name		Name	
Address		Address	
Tele no		Tele no	

Declaration

I declare that all of the information given on this form is true and complete to the best of my knowledge and beliefs.

Signed: _____ Date: _____

Thank you for taking the time to complete this application form. It should be returned to your nearest Action Cancer Shop, to Action Cancer House, Freepost, 1 Marlborough Park, Belfast, BT9 6XS, or emailed to info@actioncancer.org



ACTION CANCER

VOLUNTEER CONFIDENTIALITY & DATA PROTECTION FORM

As a member of Action Cancer's voluntary staff I promise to keep the charity's business and its clients' affairs confidential.

NAME

SIGNATURE

DATE

I have read, understood, and will comply with Action Cancer Data Protection Policy

NAME

SIGNATURE

DATE

We hope you will enjoy Volunteering with Action Cancer