

Friends of St. Brigid's Hospice

Volunteer Charter

Volunteers are valued and are the lifeblood of our organization.

They receive no payment with the exception of out of pocket expenses when fulfilling specific roles. Volunteering for the

“Friends” can involve various roles such as:

- Collecting donations at Sunflower Days
- Hosting coffee mornings
- Helping in “Friends” shops
- Desk duties at the Hospice
- Volunteer drivers for the patient transport vehicle.

All of our volunteers are over the age of 14 years. There is no discrimination on the following grounds:

- Gender
- Civil status
- Sexual orientation
- Religious beliefs

- Age
- Disability
- Race
- Colour
- Ethnicity.

Health and Safety obligations are in place specifically for our charity shops. When collecting data from volunteers we retain the data only for the purpose for which it is collected, e.g. contact phone numbers for volunteers for our Sunflower collection. We prevent unauthorised access to such data or disclosure to a third party.

- All our volunteers are aware of our mission statement, the organization for which they are collecting money.
- Volunteers are expected to carry out their duties in a legal, honest, open and respectful manner.
- With respect to Sunflower Day, all volunteers carry ID of the organization, wear a sash and have a copy of the Garda Permit available, at all collection points.

- Adequate insurance cover is in place, for example for individuals doing marathons or fun runs.
- We decline to insure some fundraising activities for example parachute jumps.
- Volunteers must return to full amount collected and no expenses should be taken from the money involved.
- When dealing with cash donations, two people must be involved in the counting and handling of money.
- Pre-designated collectors will collect money from volunteer collectors on Sunflower Day, as a safeguard against theft.
- With respect to our charity shops, tills are in place, receipts given and cheques are not acceptable.
- Records of donations received by volunteers are to be made so that the donation is acknowledged and accounted for.

Agreed by the Board 1st August, 2019