

October 2007.

Thank you for requesting information about volunteering opportunities with Lifeshare.

Lifeshare uses volunteers to help deliver its services to the homeless and disadvantaged people in Manchester. We provide a twice weekly outreach service to the homeless with an emphasis on young male sex workers.

We also run a weekend breakfast project and a Christmas project, which is a temporary day centre over the December holiday period.

Currently Lifeshare are recruiting volunteers to help run the temporary day centre over the Christmas period and we have enclosed an application form for this.

The project runs from December 24 to Dec. 29 inclusive, and you will need to attend **one** of the induction training sessions, which are to be held on December 1st, 5th and 8th, as detailed on the application form.

We are also asking for a minimum commitment of 2 shifts.

Please note that available spaces for Christmas day morning fill up very quickly.

If you wish to volunteer for the Christmas project please complete and return the application form **as quickly as possible** to enable us to process your application in time for you to attend the one of the induction sessions. **We need to obtain your references before you attend your chosen training session.**

We hope the enclosed information gives you sufficient information but please contact the office if you have any queries.

"Working to prevent and break the cycle of homelessness, reduce harm and promote health"



LIFESHARE @ CHRISTMAS 2007 VOLUNTEER APPLICATION FORM

Private and Confidential

Volunteers must be between 18 and 75 years of age

Please complete in block capitals and black ink.

Name

Address

.....

.....

Postcode

Date of birth

Contact details

Tel. Home mob.....

Work

Email

Do you hold a current driving license? Yes / No

Emergency contact name and telephone number.

(for use in an emergency whilst you are working at Lifeshare)

Name Tel.no.

If you have previously used any of the services provided by Lifeshare please advise us and when you last used them.

Service: Date last used:

Outreach
Breakfast drop-in
Resettlement

For office use

Data Protection Act. The information you give us will be used solely to facilitate the operations of Lifeshare @ Christmas and will not be divulged to any other person or organisation.



Lifeshare Ltd

1st Floor, 27 Houldsworth Street, Manchester, M1 1EB

T: 0161 235 0744 E: office@lifeshare.co.uk

**TO FIND OUT MORE ABOUT OUR WORK
OR TO MAKE A DONATION,
VISIT WWW.HOMELESSNESS.ORG.UK**

References. Please give us the names and addresses of TWO people who are not close friends or relatives, who would be willing to give you a character reference. Be sure to ask them first and say that a speedy reply to our enquiry will be much appreciated.

Name

Position

Address

.....

.....

Postcode

Tel. No. Work home

Mob. Fax.

Email

Name

Position

Address

.....

.....

Postcode

Tel. No. Work home

Mob. Fax.

Email

For office use,

In the interests of protecting vulnerable clients, please tell us if you have ever been convicted of a criminal offence. Yes / No
If yes, please give details separately.
Answering yes does not necessarily prevent you being a volunteer.

Declaration

I believe that the information I have given is correct to the best of my knowledge. I understand that if any of the information proves to be false or misleading, my application will become invalid.

Signed Date

Skills, aptitude and experience.

Please tell us of any attributes which you possess which you feel may be relevant to the work of Lifeshare at Christmas, and which you would like to offer. For example skills learned in your trade or profession; previous voluntary work; your ability to empathise with the vulnerable and disadvantaged.

Training

Successful applicants MUST attend one of the training sessions. This is mandatory to enable us to fulfil our obligations to you regarding health and safety. Failure to attend will automatically exclude you from helping us this year.

Venue

The venue, Charter Street Mission, 142 Dantzic Street, Manchester, M4 4DE, is a very old building with lots of stairs and no lifts. Facilities for both volunteers and clients are very limited, and we recommend that volunteers should be reasonably fit and able-bodied.

Health

We recommend that volunteers are up to date with their routine immunisations such as Diphtheria and Tetanus. Meningitis C is recommended for young people up to the age of 25 years. Most volunteers will have been screened for tuberculosis and offered BCG as appropriate.

Transport

Lifeshare is unable to provide transport for either volunteers or clients, but in cases of hardship the charity will pay the cost of travel by public transport up to a limit of £3 per day.

Please remember that public transport will be limited or not available at all during some days of the holiday period.

Statement of Equal Opportunities

Lifeshare believes that all people, regardless of ethnicity, creed, sexuality, gender, HIV status, age, disability and level of ability are entitled to respect and dignity and should be afforded equal opportunities.

TRAINING SESSIONS

You must attend one of the following training sessions. Failure to attend will automatically exclude you from volunteering to help this year. (Please tick one box.)

- Saturday 1 December, 11.00am to 2.30pm.
- Wednesday 5 December, 6.30 to 9.30pm.
- Saturday 8 December, 11.00am to 2.30pm.

Mark your choice clearly and make a note of it.

PREPARATION DAYS

We would be glad of help to get ready before the Project opens. Please tick which days you can help.

- Saturday 15 Dec. 10.00am to 4.00pm.
- Sunday 16 Dec. 10.00am to 4.00pm.
- Saturday 22 Dec. 10.00am to 4.00pm.
- Sunday 23 Dec. 10.00am to 4.00pm.

CHRISTMAS OPENING

Monday 24 Dec. to Sat. 29 Dec. (incl.)

Please mark your choice of shifts clearly and make a note of them. We would be grateful if you offered a minimum of 2 shifts.

	8.00am to 2.30pm	2.00 to 8.00pm
Mon. 24 th.		
Tues. 25 th.		
Wed. 26 th		
Thurs. 27 th.		
Fri. 28 th.		
Sat. 29 th	Close 1pm & clean-up	

CLEAR-UP DAY

We would be glad of help to restore the building to a clean and tidy state.

- Sunday 30 Dec. 10.00am to 4.00 pm.

EMERGENCY CALL OUT

If we are short of volunteers on a particular day, Would you be willing to be called upon at short notice? YES / NO

For office use

Please record your choices on the insert sheet and retain for future reference and return your completed application form to

Lifeshare Ltd. 1st Floor, 27 Houldsworth Street, Manchester, M1 1EB

as soon as possible and ideally by 16 November, to allow for processing.

Volunteer copy – please retain.

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LIFESHARE works all year round helping the homeless and there are other opportunities for volunteering with this worthwhile organisation. These include outreach, breakfast drop-in, office administration, fundraising, helping to collect and distribute resources (food and white goods).

You may also like to support LIFESHARE by making a regular donation to the charity.

For further information please contact our office (details below).

Please use the following page to record the sessions you have chosen on your application form for your future reference.

VOLUNTEERS COPY :: PLEASE COMPLETE AND RETAIN THIS PAGE.

This page is for you to make a note of the sessions you have volunteered for.

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- Sunday 30 Dec. 10.00am to 4.00 pm.

Please remember that public transport will be reduced or not running at all on some days of the project.

Please make every effort to attend on your days for your sessions. If you are unable to attend for any reason, please let the project know by contacting the office (if before 21st of December), or by telephoning the project at Dantzig Street (0161 839 9361) from the 22nd onwards.