



THE NATIONAL TRUST

for Places of Historic Interest or Natural Beauty

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EMPLOYEE VOLUNTEERING INITIAL ENQUIRY CHECKLIST

The Employee Volunteering Project (EVP) is an initiative designed to increase volunteering opportunities for private and public sector organisations through fun and informal team challenges. Please note that the National Trust does not facilitate professional team-building activities.

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|--------------------------------|---|
| ➤ Date of Enquiry: | ➤ Mode of Enquiry: [Please Select] |
| ➤ Name of Organisation: | ➤ Core Business Activity: [Please Select] |
| ➤ Business Address: | ➤ Business Telephone Number: |
| ➤ Contact Name: | ➤ 2nd Contact Name: |
| ➤ Contact Title: | ➤ 2nd Contact Telephone Number: |
| ➤ Contact Email: | ➤ 2nd Contact Email: |
| ➤ Assigned Team Leader: | ➤ Purpose of Volunteering: [Please Select] |

- **Preferred Location:**
- **Preferred Date:**
- **Number in Team:**
- **Length of Activity:** [Please Select]
 - **If 'Other' Please Specify:**
- **How far is the group willing to travel:** [Please Select]
- **Preferred Activity Type:** [Please Select]
 - **If 'Other' Please Specify:**
- **Is there a particular activity that the team is interested in from the National Trust website?:**
- **How did the team hear about the National Trusts EVP?:** [Please Select]
- **Has the team enquired to any other organisation regarding EVP?:** [Please Select]
 - **If Yes Please Specify:**
- **Is this part of the organisation's Social Responsibility Policy?:** [Please Select]
 - **If so, Please Give Details:**
- **Are there any members in the team with special requirements:** [Please Select]
 - **If 'Yes' Please Specify:**
- **Does the team have an assigned budget?:** [Please Select]
 - **If so, please specify total amount/ amount per head:**
*Once an activity is confirmed, it is the National Trust's policy to secure this non-refundable amount prior to the event Preferred method of payment is cheque, however CAF (Charitable Aids Foundation) accounts are accepted.**

(* CAF Accounts are tax effective for the donator – the National Trust claims this tax back from the Inland Revenue at a later date.)

Frequently Asked Questions:

What do we need to bring with us?

Groups are advised to bring along a packed lunch. Alternatively your host property may have a restaurant, cafe or kiosk at which refreshments can be purchased.

What do we wear?

Outdoor clothing is a must; please make sure you are wearing old clothing and stout footwear/walking boots. Safety wear is provided, depending on the nature of your challenge.

What about the weather?

Unpredictable as it is, the English weather may not look favourably on your challenge day. The challenge will continue regardless of the weather – so please make sure you have waterproof clothing! We recommend that in warmer weather, you bring along sun block, hats etc.

How long can we volunteer for?

For you and the host property to have a worth while, tangible day we recommend a minimum of one day. Custom made challenges can be arranged for several days of volunteering, should you have a large group, or wish to tackle several projects!

What about Insurance and Health and Safety (H & S)?

Your day begins with an H & S briefing; this also includes any training individuals may need. All volunteers are covered through the partners' insurance. A Risk Assessment is carried out and the team are notified of any concerns prior to the activity

Can I go at my own pace?

Many of our challenges require a degree of physical fitness. We ask that you work at a pace that suits your own capabilities. The National Trust wardens lead the day, supervising and offering advice when needed. It is recommended that all teams have an elected team leader.

I have specific access requirements, can I still volunteer?

The National Trust strives to be inclusive for everyone. Please mention any details / assistance you may need at Initial Enquiry stage.

How long does it take to organise challenges?

Please allow a month - six weeks for us to organise your challenge.

Can we hold a meeting at the property?

We will do our best to arrange provision for technical equipment and an appropriate meeting space. Please be aware that this may not always be possible, depending on the resources available at the property. Please navigate to the site below.

<http://www.nationaltrust.org.uk/main/w-global/w-hiring-2/w-corporatehire.htm>

What about when we get back to the office?

Any feedback that you have to offer would be much appreciated. We value your comments in order to make any improvements to the programme. You will receive a feedback form, we kindly ask that you complete and return it to the EVP team. Along with the questionnaire, you will also receive a thank you letter and certificate to record your achievement.

Where can I find out more?

Please visit the Employee Volunteering website for more information;

<http://www.nationaltrust.org.uk/employeevolunteering>