

# Volunteer Hosts

The logo for Hospitality Action is a red speech bubble shape with the words "Hospitality" and "Action" stacked vertically in white, bold, sans-serif font.

Hospitality Action, a registered charity (Number 1101083), currently assists people, who are/were involved or the company/subsidiary that they work/worked for is involved in the direct provision of food, drink and accommodation away from home and their dependants.

Our Golden Friends are close to, or over, pension age and have worked in the hospitality industry for at least 5 years. We have just over 1,600 Golden Friends across the UK and it is our aim to remain aware of the wellbeing of each one of them and to provide personal contact for those Golden Friends who would welcome it.

We are now looking for people who can spare a few hours on a weekday to host a Golden Friends get together. The important qualities needed are a sense of humour, communication skills, and the ability to organise people. Our volunteers provide a point of contact at the get togethers as well as helping our Golden Friends mingle and make new friends.

Our Golden Friends Coordinator, Cathie, will do all the admin for the event in advance. We just need your help on the day to ensure everything goes smoothly. In return you will have the satisfaction of knowing that your contribution has made a positive difference to people, helping them to make new friends and improving their quality of life through socialising.

## Why become a volunteer for Hospitality Action?

If you enjoy meeting and/or talking to people and have good listening skills, here are a few reasons why you should become a Hospitality Action volunteer:

- To meet or chat with new people, develop valuable friendships.
- To learn new skills and expand your knowledge.
- To directly impact on the lives of older people.
- To get the satisfaction of adding an extra dimension to somebody's life.
- To have fun!

Volunteer Hosts need no previous experience. You will receive support and out of pocket expenses are paid.

## Recruitment and Selection

All new volunteers will be required to complete an application form and provide two references from a professional or someone who has known them in a professional capacity. Volunteers are entitled to a copy of this information, if requested.

If you would like to know more about volunteering opportunities with Hospitality Action please contact Cathie Brennan ☎020 3004 5505 – E.mail: [cbrennan@hospitalityaction.org.uk](mailto:cbrennan@hospitalityaction.org.uk)

# Volunteer Host Application Form

**Hospitality  
Action**

62 Britton Street  
London  
EC1M 5UY

Tel: 020 3004 5500  
Fax: 020 7253 2094

[help@hospitalityaction.org.uk](mailto:help@hospitalityaction.org.uk)  
[www.hospitalityaction.org.uk](http://www.hospitalityaction.org.uk)  
Registered Charity 1101083  
Registered in England & Wales  
Company No. 4914871

**STRICTLY CONFIDENTIAL**

## Personal Details

Forename(s):	Surname:	Title (Mr/Mrs/Miss/Ms/Other):
Date of Birth:		
Home Address:	Home Phone:	
	Mobile:	
	E-mail:	
Post Code:		

Person to Contact in Case of Emergency (please provide name, relation to you, address and phone number)

Do you have access to a Car: **Yes**  **No**  (Please tick as applicable)

Do you have any special dietary or allergy requirements that we would need to consider if you were to become a volunteer? Please give details.

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## **Skills**

Please tell us why you want to become a Volunteer Host, what skills you would bring to the role and any experience you have of doing a similar role.

## **References**

Please give details of two people who have known you for at least 3 years in a professional capacity or are a professional e.g. doctor, solicitor or teacher (not a relative) and will be able to tell us about your suitability to volunteer at Hospitality Action. We will write to your referees as soon as we receive your completed form. We will need to have received two satisfactory references before you can start volunteering for Hospitality Action. All references will be kept completely confidential.

**Name:**

  

**Address:**

  
  
  
  

**Email:**  
**Capacity in which known:**

**Name:**

  

**Address:**

  
  
  
  

**Email:**  
**Capacity in which known:**

## **Declaration Statement**

Please read this section carefully and sign below to confirming the statement to be true.

I confirm that to the best of my knowledge the information contained in this application form is true and accurate. In accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679, I give consent for the information on this form to be held by Hospitality Action and processed for the purpose of my role as a volunteer. I understand that Hospitality Action reserves the right to stop me volunteering on their behalf should they discover any false or undisclosed information.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

# Volunteer Agreement



Volunteers are an important and valued part of Hospitality Action. We hope that you enjoy volunteering with us and feel a full part of our team. This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best.

**We, Hospitality Action, will do our best:**

- To introduce you to how Hospitality Action works and your role in it and to provide any training you need.
- To keep in regular contact so that you can tell us if you are happy with how your role is organised and get feedback from us.
- To respect your skills, dignity and individual wishes and to do our best to meet them.
- To pay your travel and/or out of pocket costs\*.
- To consult with you and keep you informed of possible changes.
- To insure you against injury you suffer or cause due to negligence whilst volunteering for Hospitality Action\*.
- To apply our equal opportunities policy
- To apply our complaints procedure if there is any problem

**I, ....., agree to do my best:**

- To help **Hospitality Action** fulfil its charitable aims;
- To perform my volunteering role to the best of my ability
- To follow Hospitality Action’s rules and procedures, including health and safety, equal opportunities and confidentiality.
- To meet time commitments (Bi-monthly visits to each beneficiary, monthly telephone calls or hosting get-togethers) and standards agreed and to give as much warning as possible whenever I cannot volunteer when expected.
- To provide referees as agreed who will be contacted.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither party intends any employment relationship to be created either now or at any time in the future.

**Agreed by:**

Volunteer signature	Name in Capitals	Date
.....	.....	.....

Signed on behalf of <b>Hospitality Action</b>	Name in Capitals	Date
.....	.....	.....

\*More details on these issues are provided in the volunteer handbook or by contacting Cathie on 020 3004 5505.