**Ilkley Literature Festival Volunteers Form**

**Please complete the below form and return to: kate@ilkleyliteraturefestival.org.uk**

Once we have received your form, we will contact you with further information.

**Contact Details**

**First Name Last Name**

**Address**

**Postcode**

**Phone (home) Phone (mobile)**

**Email**

(Email is our preferred means of contact with Volunteers. Please let us know if you don’t have an email address and would like help to set one up, e.g. a free Hotmail account)

**M F**

**Age (please circle)** 16-18 18-25 25-35 35-45 45-55 55-65 65+

**Experience**

Please note, all levels of experience and none are welcome!

Have you volunteered for, or worked on any public events before? **Yes No** (please circle)

If **Yes**, Please give brief details

Have you been a volunteer elsewhere? **Yes No** (please circle)

e.g. Sports/arts group/local charity/PTA/Youth Group etc

If **Yes**, Please give brief details

If you are working, or retired, please let us know the type of work you have done:

If you are in or have recently completed full or part time education, please let us know the details. School/College/University:

Subject(s):

**Roles**

How active do you like to be? We can find you a role to suit your needs.

**– please tick whatever is applicable**

* I am happy to be on the move and going up and down stairs

* I’d like a role where I am sitting down

* I’d rather not stand for long periods or move around very much
* I am happy to stand and take tickets
* I am happy to go accompany literary walks on the Moors/round Ilkley
* I am happy to serve refreshments / help at receptions

Is there anything else you need us to know or areas where you would need support?

**Details**

**Are there any specific Roles you are interested in?**

Go to the [Volunteers Page](http://www.ilkleyliteraturefestival.org.uk/user/Volunteer.php) on our web site for full details of the different volunteer roles on offer.

Please tick as many as you like:

* Event Steward
* Workshop Steward
* Exhibition Steward
* Outdoor Event Steward
* Children’s Event Steward
* Serving refreshments

**Languages** (our authors and audience members use a wide variety of languages)

Please let us know any languages you speak well enough to have a simple conversation- e.g. ‘do you need anything to eat’; ‘we will be starting a little late’ etc:

**Language(s):**

Are you familiar with British Sign Language? **Yes / No**

**DBS (Disclosure and Barring Service) Checks**

A current DBS check (formerly CRB) is not normally required, but for certain events we prefer to use volunteers who have a valid DBS disclosure.

If you have a current DBS check, please let us know:

Disclosure number:

Date:

Organisation:

**Event Allocation and Briefing Sessions**

* You will be sent a programme and a Steward Preference Form in August and will be asked to send this back by the deadline specified. You will also be required to sign our Festival Guidelines Agreement
* We will do our best to accommodate your preferences, but for all events the selection will be done on a ‘names out of a hat’ basis. Obviously the more flexibility you can give the better. Many Stewards find that they enjoy having a variety of events they wanted to see and those that they may not have chosen but proved an ‘unexpected pleasure’
* All volunteers must attend a briefing session in Ilkley - this happens in the evening in September. You will receive your detailed personal rota at this evening
* If you are subsequently unable to steward one of your allocated events you must notify us immediately so we can find a suitable replacement
* Contact with volunteers is usually carried out by email in the run-up to the Festival. During the Festival it is useful for us to have your mobile number if you have one

Thank You

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**Parental Consent for Young Volunteers**

***You must ask your parent or carer to sign this if you are under 18***

I am happy for my son/daughter (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to volunteer at Ilkley Literature Festival.

I understand that I am responsible for ensuring they get safely to and from the venue and that they may be asked to work at weekends and in the evenings (not later than 10pm) during term time.

Signed: Date:

Name: Parent/Carer (delete as appropriate)