

**AccessCampus**

**Volunteer**

**Induction Pack**



This is just a brief run down on the documents included in your pack.

**2.1 Volunteer Description (page 2)**

Brief description of the role of a volunteer that works at AccessCampus

**2.2 Personal information; (page 3)**

General information age, name, next of kin etc is included here. This document needs your signature to verify all information is true. International students only need one reference and this can be the International Office in UL, if you like

**2.3 Consent Form (page 6)**

Primarily for Irish Students who need to undergo Garda Vetting as a security measure for working with children. International students, the UL International Society will have advised you to apply back home for clearance from your home institution. Irish Garda vetting is not possible for international students as you are not resident. Clearance is not a prerequisite for volunteering at AccessCampus, It is purely a measure that we need to try and follow where possible. This document needs your signature to show that you are aware of any background checks where necessary

**2.4 Interest Survey (page 7)**

Just a brief few questions on what and why you are interested in volunteering with AccessCampus

**2.5 Volunteer agreement; (page 8)**

This is just a contractual agreement between you the volunteer and us at AccessCampus. This document needs to be read fully and signed by you

**2.6 Confidentiality Agreement: (page 9)**

The confidentiality agreement is necessary to ensure the protection of both our study club members and also you the volunteer. This document needs to be read and signed by both you and a member of the AccessCampus team

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**2.7 PVA Information Sheet (page 11)**

Information sheet about the Presidents Volunteer Award (PVA)

**2.8 PVA Application Form (page 13)**

This has just been printed from the PVA website and you’ll need to fill out on a weekly basis if you intend on applying for the PVA award while at UL.

2.9 Garda Vetting forms (page 20)

Irish national students only, please detach and fill, sending to address given at the University

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**2.1 Volunteer Job Description**

The AccessCampus Volunteer Programme helps to empower youth in our community to make positive life choices that enable them to maximize their potential. The volunteering programme uses adult volunteers to commit to supporting, guiding a young person By becoming part of the social network of adults and community members who assist the young person, the volunteer can help young people develop and reach positive academic, career, and personal goals.

**Volunteer Role**

Take the lead in supporting a young person

Serve as a positive role model.

Build the relationship by planning and participating in activities together

Strive for mutual respect, building self-esteem and motivation

Help set goals and work toward accomplishing them

**Time Commitment**

Make a commitment to attend for one semester (minimum)

Spend a minimum of four hours per month one-to-one with a Study Club Member (1hr/wk)

**Desirable Qualities**

Willing listener

Encouraging and supportive

Patient and flexible

Tolerant and respectful of individual differences

**Participation Requirements**

Be at least 18 years old and reside in Limerick area

Be interested in working with young people

Be willing to adhere to all programme policies and procedures

Be willing to complete the application and screening process

Be dependable and consistent in meeting the time commitments

Be willing to communicate regularly with programme staff

Have a clean criminal history

No use of illicit drugs, or use of alcohol or controlled substances in an inappropriate manner

Not currently in treatment for substance abuse and have a non-addictive period of at least 5

Not currently in treatment for a mental disorder or hospitalized for such in the past 3 years

**Benefits**

Personal fulfilment through contribution to the community and individuals

Satisfaction in helping someone mature, progress, and achieve goals

Training sessions and group activities

Participation in a volunteer support group

**2.2 Personal Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ Gender: 􀀀 Male 􀀀 Female

**Emergency Contact Details** (please provide details of person who may be contacted in case of emergency)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mob: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**

Please provide the names and contact details of two people, whom you are known to, to provide character references

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Application Questions**  Please answer all of the following questions as completely as possible. If more space is needed, use an extra sheet of paper or write on the back of this page.  1. Why do you want to become a volunteer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2. Do you have any previous experience volunteering or working with youth? If so, please specify. Yes □ No □  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. What qualities, skills, or other attributes do you feel you have that would benefit a youth? Please explain. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4. Can you commit to participate in the AccessCampus volunteer programme for a minimum of one year from the time you are matched with a youth? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  5. Are you available to meet with a study club member for four hours per month and have contact at least once per week? Please explain any particular scheduling issues.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  6. Describe your general health. Are you currently under a physician’s care or taking any medications? If so, please explain  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  7. How would you describe yourself as a person? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  8. How would your friends, family, and co-workers describe you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  9. Have you ever been arrested or convicted of a crime? If so, what were the circumstances? Yes □ No □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  10. Are you willing to communicate regularly and openly with programme staff, provide monthly information regarding your volunteering activities, and receive feedback during your participation in the volunteering programme? Yes □ No □  11. Are you willing to attend an initial volunteer training session and two in-service training sessions per year after being matched? Yes □ No □  12. Do have Child Protection Training Yes □ No □  13. Do you have First Aid Training? Yes □ No □  **Please read this carefully before signing**:  AccessCampus appreciates your interest in becoming a volunteer.  Please initial each of the following:  I agree to follow all volunteer programme guidelines and understand that any violation will result in suspension and/or termination of the volunteer relationship. Yes □ No □  I understand that AccessCampus is not obligated to provide a reason for their decision in accepting or rejecting me as a volunteer. Yes □ No □  I agree to allow AccessCampus to use any photographic image of me taken while participating in the volunteer programme. These images may be used in promotions or other related marketing materials. Yes □ No □  I understand I must return all of the following *completed* items along with this application, and that any incomplete information will result in the delay of my application being processed:  Garda Vetting online application □  Information Release □  Interest Survey □  Confidentiality agreement □  Volunteer Agreement □  By signing below, I attest to the truthfulness of all information listed on this application and agree to all the above terms and conditions.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: Date: |

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**2.3 Consent Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your name), understand it will be necessary for AccessCampus Volunteer Programme to conduct a background check regarding personal history/ references, and education.

I authorise AccessCampus to obtain any needed information regarding character references, from any state agency, course director, and personal references for the purposes of participating in a volunteer programme. Further, I provide permission for AccessCampus to conduct the same review of my background in previous states in which I have resided.

Further, I understand that information about myself will be anonymously (without my name) shared with a prospective Study Club Member(s) and his/her parent(s)/guardian(s) to aid in determining a suitable match.

Once a volunteer/member match is determined, my identity and any other information known about me may be shared with the member and parent/guardian to ensure and aid in facilitating a safe and successful match relationship.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**2.4 Volunteer Interest Survey:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please complete all the following. This survey will help AccessCampus Volunteer Programme know more about you and your interests and help us find a good match for you.

What are the most convenient day for you to meet with your Study Club Member? (Please check all that apply).

Monday □ Tuesday □ Wednesday □ Thursday □

Please indicate age group(s) you are interested in working with:

Junior Cycle □ Senior Cycle □

Do you speak any languages other than English? If so, which languages?

Language(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proficiency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your favourite subjects?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What course are you studying and how did you choose this field?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is one goal you have set for the future?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you could learn something new, what would it be?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any other areas of strong interest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**** AccessCampus Study Club

**2.5 Volunteer Contract**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

By choosing to participate in the AccessCampus Study Club, I agree to:

Follow all rules and guidelines as outlined by the programme coordinator, regarding volunteer training, programme policies, and this contract

Be flexible and provide the necessary support and advice to help the member succeed

Make a one-year commitment to being matched with the member

Meet at least four hours per month with my member

Make at least weekly contact with my member

Be on time for scheduled meetings or call AccessCampus at least 24 hours beforehand if I am unable to make a meeting

Submit monthly meeting times and activities to the programme coordinator, and regularly and openly communicate with the programme coordinator as requested

Inform the programme coordinator of any difficulties or areas of concern that may arise in the relationship

Keep any information that my member tells me confidential except as may cause him/her or others harm

Never be in the presence of a member when I have or am consuming alcohol, tobacco, or controlled substances

Participate in a closure process when that time comes

Notify the programme coordinator if I have any changes in address, phone number, or employment status

Attend in-service volunteer training sessions twice per year

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please initial) I understand that upon match closure, future contact with my member is beyond the scope of AccessCampus Study Club and may happen only by the mutual consensus of the volunteer, the member, and parent/guardian.

I agree to follow all the above stipulations of this program as well as any other conditions as instructed by the program coordinator at this time or in the future.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Volunteer’s Signature Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:

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**2.6 Volunteer Confidentiality and Non-Disclosure Agreement**

This confidentiality and non-disclosure agreement is made on \_\_\_ / \_\_\_ / \_\_\_

Between AccessCampus Study Club and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your name)

The volunteer is a volunteer for AccessCampus through and in the course of the engagement relationship the volunteer may learn of, develop and/or receive information which is confidential to AccessCampus

All ideas, improvement and work generated or developed by the volunteer during the programmes should be disclosed to AccessCampus

AccessCampus and the Volunteer have agreed the following terms and conditions to preserve the confidentiality of AccessCampus.

**1. Confidential Information**

1.1 All information on study club members both written and verbal shall be treated at all time as confidential and should not be shared with any third parties without the written consent of the AccessCampus Co-ordinator. Confidential information shall also extend to the following:

1.1.1 All information acquired or developed by the volunteer in the course of his or her engagement

1.1.2 All information declared as confidential by or otherwise imparted in circumstances of confidence by the study club member to the volunteer and AccessCampus

1.2 The term “confidential information” extends to all forms of story or representation of information referred to in clause 1.1 including but not limited to, spoken works, and presentations, printed documents, loose notes, diaries, memoranda, drawings, photographs, electronic, magnetic and optical storage and computer printouts.

1.3 in consideration of the supply of confidential information by or on behalf of AccessCampus to the volunteer and in consideration of the volunteer being engaged or continuing to be engages by AccessCampus the volunteer agrees that he/she will preserve and maintain the confidentiality of the information

1.4 The volunteer agrees to disclose to the AccessCampus all ideas, improvements and works generated or developed in the course of engagement with AccessCampus

1.5 The volunteer shall not disclose or provide or allow to be disclosed or provided the confidential information otherwise than is strictly necessary to enable the volunteer to perform his/her duties of engagement

1.6 The volunteer needs to disclose the confidential information to a third party to perform his/her duties may do so only with the express written consent of AccessCampus which may require the Volunteer to procure permission from the third party in favour of AccessCampus on the same terms as this agreement

1.7 The volunteer shall use and shall ensure that any person to whom the confidential information is disclosed uses all reasonable endeavours and precautions to protect and preserve the confidentiality of the information

1.7.1 The volunteer acknowledges that the confidential information remains at all times the property of AccessCampus

**2. Security, duplication and return of material**

2.1 volunteer shall secure and protect the confidential information from unauthorized disclosure, access or use

2.2 The volunteer shall not remove the confidential information from the premises of AccessCampus without the written consent of the AccessCampus Co-ordinator

2.3 The volunteer shall return all copies of the material including extracts or summaries, however embodied or recorded referred to in clause 1 to AccessCampus

Immediately

On request by AccessCampus or

Upon completion of engagement with AccessCampus

**3. Indemnity**

The volunteer indemnifies AccessCampus for any loss suffered as a result of breach of this agreement or for any disclosure of the confidential information by a person provided with the confidential information by the volunteer.

4 Survival of Agreement

volunteer acknowledges and agrees that his or her obligations pursuant to this agreement shall survive the return of all copies of the confidential information and the termination or completion of the engagement relationship between the volunteer and AccessCampus, and shall continues until such time as the confidential information becomes public knowledge other than by breach of this agreement

**5. Miscellaneous**

5.1 if any provision of this agreement is held invalid unenforceable or illegal for any reason, this agreement shall remain otherwise in full force and effect apart from such provision which shall be deemed deleted

5.2 This agreement shall be governed by and construed according to the law of the Republic of Ireland, the parties submit to the non-exclusive jurisdiction of the Courts of the State.

**Executed as an Agreement:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of volunteer) \_\_/\_\_\_/\_\_ (date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed name of volunteer)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for AccessCampus) \_\_/\_\_\_/\_\_ (date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed)