



Action!



Newsletter

February 2012

Voluntary and Community Action

Have you got what you need to involve volunteers?

Do you know what you need to have in place to get volunteers involved on a formal basis?

The list below is a guide as to the type of documents needed, assuming your organisation has some key policies and procedures in place already, such as health and safety and anti-discriminatory. Depending on what your organisation does and the groups of people it works with, you may not need all these or you may need additional forms and other documents.

As with all policies and procedures, try to make all the paperwork relating to volunteers accessible, ie use clear and concise English, don't overcomplicate things and bear in mind that some volunteers / potential volunteers may have low levels of literacy, they could have sight problems, or English may not be

their first language.

When obtaining and keeping information about volunteers, ask yourself "Is the information necessary? is it relevant?" To comply with the Data Protection Act, only necessary and relevant personal information should be collected and held.

Contact the Volunteer Centre Central Bedfordshire for more information or advice on any aspect of involving volunteers in your organisation.

- Role description
- Application form
- Volunteer records
- Expenses form
- Induction checklist
- Volunteer policy
- Volunteer agreement
- Problem solving procedures
- Volunteer handbook
- Exit interview



The above is adapted from Volunteering England's website www.volunteering.org.uk

Our Support and Services - to help your organisation

Voluntary and Community Action exists to provide help and support to the hundreds of voluntary organisations and community groups selflessly working to improve lives in their own communities and beyond.

We provide help in a variety of ways including:

- advice and guidance to organisations wanting to develop policies, governance, funding;
- training workshops for trustees, staff and volunteers, as well as tailored training to suit your needs;
- promoting your volunteering opportunities, finding volunteers, and providing help and advice on all aspects of involving volunteers;
- information on a wide range of funding sources;
- regular newsletter keeping you up to date with news and information from the sector;
- raising the profile of your organisation through networking and partnership work.

..... get in touch now and see how we can help!



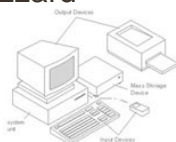


FREE - ICT Workshops across Bedfordshire

Getting the most from your PC

Tuesday 7 February Leighton Buzzard

Thursday 23 February Bedford



Creating your own website

Tuesday 21 February Leighton Buzzard

Wednesday 29 February Luton

Thursday 1 March Bedford

To book on any of the ICT workshops telephone Mandy on: 01234 354366 or email: training@yourcvs.org

Finding the Right Funder

23 February - 10am to 1pm

£10 members £15 non-members

Funding may be available from a number of sources. However, the first step to successfully secure funds is to identifying the right funder(s) who would be willing to support your project. Finding the Right Funder will help you explore income opportunities across a spectrum and identify the right ones depending on your particular group's circumstances.



Making Successful Funding Applications

1 March - 10am to 4pm

£20 members £30 non-members

Making Successful Funding Applications will not only talk about how to write and submit a good grant application, but will talk about tips to beat competition by creating an application that wins high reviews. You will also learn how to better understand the grant review process.



Due to popular demand we are running these workshops again.

If you missed last year's workshops this is your chance to attend.

Emergency First Aid at Work

Thursday 8 March - 9.30am to 4.30pm

Tuesdays 19 & 26 June - 6.30pm to 9.30pm

Tuesday 23 October - 9.30am to 4.30pm

£60 members £85 non-members

If you require a certificate in First Aid as a nominated person to take charge in an emergency, this training will give you a certificate valid for three years. There are several courses over this coming year. The evening courses are divided over two evenings and you must attend both evenings to obtain your certification.



Introduction to Safeguarding

March 27 - 10am to 1pm

£10 members £15 non-members

Fees refunded upon attendance

A workshop for community groups who work with children or vulnerable adults.

It will cover:

- how to recognise signs and symptoms of abuse
- what to do if abuse is suspected
- how to prepare a safeguarding policy
- tools and resources to help you improve practice in your group

Funding



Bernard Sunley Charitable Foundation

The Foundation provides grant funding in support of a wide range of charitable projects in the areas of: Education; Arts; Religion; Community; Children and Youth; Elderly; Health; Social Welfare; Environment; Animal Welfare; Amateur Sports; and Emergency and Armed Services. Grants are normally in the range £500 to £10,000, but may exceptionally be greater and applications may be made at any time.

John Rimmington, Director, Bernard Sunley Charitable Foundation, 20 Berkeley Square London, W1J 6LH, Tel: 020 7408 2198
E-mail: office@sunleyfoundation.com

Cash 4 Clubs

Financial assistance is available for sports clubs to improve facilities, buy new kit and equipment, and increase sporting opportunities. Applications may be submitted at any time and are considered three times a year with sports clubs that are registered with their sports' National Governing Body or local authority.



Cash 4 Clubs, Betfair
E-mail: cash4clubs@betfair.com
Website: <http://www.cash-4-clubs.com/>

CHK Charities Limited

The charity annually awards grant funding totalling £2 million to charitable organisations involved in a wide range of activities. The charity offers the following funding: One Off Grants; Conditionally Renewable Grants; and Large Grants more than £25,000. Applications can be made at any time, they are considered by the Trustees approximately every two months.

The Secretary and Administrator, CHK Charities Limited, 14 St George Street, London, W1S 1FE, Tel: 020 3207 7232, Website: <http://digbig.com/5bfjsp>

Co-operative Membership Community Fund

Community Project!

Financial assistance is available to voluntary, self-help, co-operative and not-for-profit organisations for projects that fulfil a community need. Grants range from £100 to £2,000 and can be for equipment, event costs, rent or fixtures, sport or computer equipment are all eligible costs, applications may be submitted at any time.

Grants Administrator, The Co-operative Membership Community Fund, Co-operative Group, 6th Floor, New Century House, Corporation Street, Manchester, M60 4ES, Tel: 0844 262 4001
E-mail: community.fund@co-operative.coop
Website: <http://www.co-operative.coop/membership/>

Happy Days Children's Charity

The Charity supports families with children aged 3-17 who are disabled, have a special need or have been abused. They will cover tickets, transport costs, refreshments and holiday costs. Representatives of a special needs school or special needs group, can apply and applications may be submitted at any time.



Mandy Bilbrough, Happy Days Children's Charity, Clody House, 90-100 Collingdon Street, Luton, Bedfordshire, LU1 1RX, Tel: 01582 755999
E-mail: enquiries@happydayscharity.org
Website: <http://www.happydayscharity.org/>

Lennox and Wyfold Foundation

Grants are available in support of a variety of charitable causes or charitable projects. There are no fixed grants value, although most grants are between £5,000 and £10,000 and applications may be submitted at any time.

Mr G Fincham, Secretary, Lennox and Wyfold Foundation, 15 Suffolk Street, London, SW1Y 4HG, Tel: 020 7036 5685

Contact our Funding and Social Enterprise Adviser, Rizwana Zaman, who is available to assist you with anything relating to funding on 01525 850559 or funding@action-centralbeds.org.uk

Resources



Considerations on recruiting young trustees



'Trustee Board Diversity - how diverse is your Trustee Board?' gives some useful top tips for charities considering recruiting a younger person to their board.
<http://digbig.com/5bfjew>

Good governance codes

All the Good Governance codes for the voluntary and community sector, from the original 2005 version to the latest one for smaller organisations and its accompanying jargon buster are available to download from <http://www.goodgovernancecode.org.uk>
It is noted that the site is marked as 'under construction' so the precise links to the guides might change.

Guide to starting up a community enterprise



Co-operatives UK has published the final part of its Community Enterprise Toolkit, 'Simply Start-Up: A guide to the process of starting a Co-operative or Community Enterprise'.
<http://www.uk.coop/simplystartup>

Commons committee gives its views on the Big Society agenda

The House of Commons Public Administration Select Committee published on 14th December its report - The Big Society, with an extended headline of "Big Society doesn't do enough to help 'the little society': Without a coherent implementation plan, there is confusion over message, whilst smaller charities face barriers in contracting and commissioning policies." PASC calls on the government to appoint a single minister to take charge of the agenda and recommends the introduction of impact assessments for every government measure.
<http://digbig.com/5bfjex>

Microvolunteering platform gets wider release

The volunteer-run communications agency Bright One has made its Bright Works "microvolunteering platform that lets causes connect with skilled volunteers in a simple, effective and easy way" available to all charities (via an application form), not just its existing client list. See what BrightWorks does at <http://brightworks.me>

Trustee guide on sustainable funding



A new publication from NCVO aims to give clear guidance to trustees on financial sustainability of their charity, and for them to feel confident about developing a "mixed economy of funding" - grants, contracts and donations but also income from trading goods and services. Download 'Sustainable funding: a guide for trustees'
<http://digbig.com/5bfjey>

Diversity Calendar 2012



A 'Diversity Calendar' for 2012 can be downloaded <http://digbig.com/5bfjrf> (large pdf). It includes over 260 important dates including holy days, special events, festivals and bank holidays, and also notes awareness months.

Inclusion of information within this newsletter does not imply endorsement by Voluntary and Community Action South Bedfordshire.

Action! is the newsletter of Voluntary and Community Action, Bossard House, West Street, Leighton Buzzard LU7 1DA.

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Copy deadline for the next issue is 21 March 2012.