












About: Volunteer Information Forms



A Volunteer Information Form is a form that a youth theatre can send to interested adults who wish to volunteer for the youth theatre.

Why use.... A Volunteer Information Form?





This form allows the youth theatre to:

-  Gather names and contacts throughout the year;
-  Make a decision about the suitability of a potential volunteer;
-  Build local supports and links;
-  Match people's interests and skills to a role in the youth theatre;
-  Collect information so that the volunteer is managed appropriately e.g. time availability, specific skills, interests;
-  Develop a database of adults that would be interested in hearing about youth theatre events;
-  Compile a panel of people that may be able to help out at particular times i.e. production week, fundraising;
-  Gather information that might influence the programme e.g. trips away may be more possible if more people are available;
-  Have an idea of the demand for volunteering opportunities.

The volunteer can:

-  State their reasons for volunteering and their specific skills and interests enabling the youth theatre to manage their involvement effectively;
-  State their availability at the outset so that there is no misunderstanding regarding level of commitment.

Using and storing the information on a Volunteer Information Form

-  A volunteer information form should always be followed up by some personal contact on receipt.
-  It should be seen as part of a recruitment process.
-  It should be used to plan ahead in relation to programme, use of the volunteer's specific skills and time availability.
-  As with all forms containing personal details volunteer information forms should be stored appropriately.