VOLUNTEER GROUP FORM

 (SAMPLE ONLY)

Squash Club has huge ambitions for the future. Our ultimate goal is to help people fall in love with squash so they will choose to play it. Unfortunately we have limited resources to work with which are most notably time and money. However, we are lucky to have a passionate group of people who are willing to contribute their time to help support and grow the game we all love. This group of people are known as the Squash Volunteer Family.

Whether you can only spare an hour or two during the year, or you really want to get stuck in and lead a project for us, we want to hear from you. This will be a fun, social group with no minimum commitment other than a passion to help make squash happen. Please fill in the below form to join the movement.

**Name:**

**Email:**

**Phone:**

**Areas you would like to help in?**

|  |  |  |
| --- | --- | --- |
| * Administration (e.g. data input, updating details, writing stories, etc.)
 |  |  |
| * Events (e.g. supporting tournaments)
 |  |  |
| * Facility Maintenance (e.g. cleaning floors, checking bathrooms, etc.)
 |  |  |
| * Marketing (e.g. phoning members, making flyers, updating website, etc.)
 |  |  |
| * Other (please specify)
 |  |  |

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|  |

**Time willing to give?**

|  |  |  |
| --- | --- | --- |
| * A few hours during the year
 |  |  |
| * A few hours every couple of months
 |  |  |
| * A few hours each month
 |  |  |

Thank you for completing our Squash Volunteer Family form. This is just a guide for us. All help is greatly appreciated.

VOLUNTEER SEMINARS

 (GUIDE ONLY)

**RUNNING A SEMINAR**

Organise a club meeting to give an overview of the objectives for the year.

Choose an evening or weekend that suits most people to attend.

Explain the volunteer roles you are looking to fill and explain whether the club will assist in paying for any training. We strongly recommend that the club pays for all or at least part of the training as this removes a potential obstacle for getting people on board.

Ask those who attend if they know of anyone who could be approached to help.

**SAMPLE AGENDA**

* Welcome
* Highlight the benefits of volunteering
* Explain the training opportunities and support available
* Outline the roles to fill and the time commitments required
* Have volunteers introduce themselves to the group
* Let volunteers hear from other volunteers
* Offer to answer any questions
* Thank you