**APPENDIX 1**

**Registration Form**

*Please complete and return this form before attending to the programme (the information will be treated as confidential).*

**A. GENERAL INFORMATION**

***Nationality:***

Open answer (required)

***Full name:***

Open answer (required)

***Date of birth (dd/mm/yyyy):***

Open answer (required)

***Email address:***

Open answer (required)

***Mobile phone number:***

Open answer (required)

**B. CONTACT INFORMATION**

***Your Permanent Address:***

***Your address - post code – town:***

Open answer (required)

**C. YOUR EMERGENCY CONTACT DETAILS**

***Name of the contact:***

Open answer (required)

***Relationship to you:***

Open answer (required)

***His/her address - post code - town:***

Open answer (required)

***His/her mobile phone number (or home phone number):***

Open answer (required)

**D. GENERAL HEALTH AND MEDICAL INFORMATION**

(Please note that this information will be treated as strictly confidential)

**Please give details of any medical conditions or constraint that you may have:**

Multiple choice:

[ ]  Cannot carry heavy items

[ ]  Allergic to hay and/or pollen

[ ]  Other

**Current illnesses and therapies, please write below:**

Open answer (required)

**If you take any prescribed medication, please write the name below**:

Open answer (required)

**Please give details of any special dietary requirements e.g. food allergies / intolerance, vegetarian, vegan:**

Open answer (required)

**E. FIRST AID TRAINING AND QUALIFICATION**

If you do not wish to act as a First Aider during your placement, do not complete this section.

**Do you have a first aid certification?**

Tick boxes (required)

[ ]  Yes

[ ]  No

**F. COMPETENCES AND QUALIFICATIONS**

Please fill this section with your background and experience (job, studies, hobbies...)

**Details of your competences and qualifications - please write here in what kind of tasks or activities you have experience (it can be from your job experience, volunteers experience and/or your hobbies):**

Multiple choices (required):

[ ]  Gardening

[ ]  Already participated in a volunteering programme

[ ]  Worked in the environmental, ecological sector

[ ]  Has/had outdoor related hobbies or activities

[ ]  IT

[ ]  Manual activities or artcraft

[ ]  Teaching

**G. YOUR AVAILABILITY**

**Available from…….. to…..... (dd/mm/yy)**

Open answer (required)

**Which area / region would you be able to work in?**

Open answer or tick boxes (required)

**Transportation:**

Tick boxes (required):

[ ]  I have the driving license

[ ]  I have a car

[ ]  I can drive some people in my car

**H. HEALTH INSURANCE AND OTHER LIABILITY INSURANCE**

Volunteers are responsible for organising their own insurance. This includes both medical cover and cover for personal belongings.

**Volunteer placement terms and conditions (Please read these guidelines carefully)**

**Terms and conditions have to be adapted to local context.**

During the placement, participants are required, both morally and legally, to follow safe procedures in order to ensure that no harm is caused to the individual or to others. Our organisation’s health and safety procedures are there to protect everyone as well as to comply with the law.

The organisation expects a high standard of behaviour from its volunteers and reserves the right to exclude a participant from the volunteer programme should their behaviour compromise the safety of the individual, the team, or the running of the programme. This includes any behaviour that may be considered damaging to the reputation of our organisation, not following the our code of conduct or having a behaviour that breaks any law.

Our organisation reserves the right to exclude a participant from the volunteer programme if they are unwilling to fully take part in the volunteer programme (in both work and domestic duties). This includes unwillingness to work with other volunteers.

All participants have full access to the Volunteer Support Team, who are on hand to ensure that volunteers have the opportunity to discuss any problems or issues that may arise during their placement in a neutral environment. All matters raised will be dealt with in a confidential manner.

Our organisation accepts no responsibility for any expenses that may arise if a participant leaves the programme early for any reason. This would include a participant being asked to leave by our organisation.

Our organisation expects participants to stay for the entire agreed placement (Dates are confirmed by email). Work references will not be provided for participants who leave the programme before the end of their agreed placement.

Our organisation will supply participants with equipment to be used during their placement (e.g. waterproof clothing). These items must be returned in good condition at the end of the placement. Any loss or damage to equipment must be reported to programme staff.

Items of uniform (t-shirts, jackets etc.) may only be worn during project work activities.

Participants are expected to treat volunteer facilities, including accommodation and campsites, in a respectful manner. All participants are responsible for the cleaning of the facilities that they use.

Although our organisation may be able to provide temporary replacements in the event of lost or damaged personal equipment (including tents), participants are responsible for repairing or replacing their own equipment at the earliest opportunity.

Participants may not bring guests to the work projects.

Our organisation is unable to offer accommodation to guests of participants at any of its facilities.

[ ]  **I have read the terms and conditions**

Tick box (required answer)