Acts 4 Sharing VOLUNTEER POLICY

The purpose of this document is to provide brief details regarding volunteering within the organisation.

Acts 4 Sharing relies on the support of volunteers who contribute to the smooth running of the charity. Some volunteers may be able to volunteer just a few hours a week, whilst others will be able to give much more time.

Volunteering opportunities include: -

- Being a trustee
- Driving PBC van as eligible in regard to their policy
- Acting as a driver's mate in the delivery & collection of donations
- Sorting donations
- Loading the lorry
- Providing administration support
- Providing IT support
- Providing fundraising support

Volunteer vacancies vary and there may be occasions when a particular area has sufficient volunteers.
Many volunteers help out for specific tasks, e.g. lorry loading once or twice per year, whilst others are key to the running of ***Acts 4 Sharing*** & are involved on a regular basis throughout the year.

Expenses

HM Revenue and Customs – *"If your charity pays expenses to a volunteer which do more than reimburse costs incurred, or are at a rate which can't reasonably be regarded as simply a reimbursement of what they spend, HMRC may consider the volunteer to be receiving a wage or salary for their services. In that case, they could be liable to Income Tax and National Insurance contributions if it can be shown that they hold an office or employment".*

Therefore expenses incurred by using your own vehicle to assist the work of ***Acts 4 Sharing*** will be paid as follows (if finance is available) : -
Travel costs at the HMRC advised rate (currently 45p per mile), as agreed in advance with the Administrator or CEO.

Training

Various training sessions will be held or will be made available to you as required by the activities you undertake with ***Acts 4 Sharing.*** These will include Health & Safety, Manual Handling, Safeguarding & First Aid. All volunteers will be given the opportunity to attend or access any training that is arranged.

Induction

Potential new regular volunteers will usually meet with the CEO or Administrator for an informal chat. If this is successful, an induction will be carried out. We will usually take up references for new volunteers not known by ***Acts 4 Sharing.***

Full details can be found in the Volunteers Handbook or from the Administrator

Agreed by Trustees: January 2018 To be reviewed November 2020 unless there are changes in relevant legislations.