



Group Volunteering Application

Volunteering Overseas

Please type responses in the form below to give TWF Trustees the required information for your volunteering overseas application. Please refer to the guidance notes attached.

About your organisation

Name of organisation:

Charity Number:

Name & role of applicant:

Address:

Email:

Contact Number:

Summary of your organisation's main activities & beneficiaries

About your proposed trip

Name of partner organisation(s):

Location of volunteering:

Intended theme:

Length of trip:

Intended start date:

Number of volunteers (supervisors and participants)

The Wood Foundation, Blenheim House, Fountainhall Road, Aberdeen AB15 4DT Scotland UK

Tel: +44 (0)1224 619831 Fax: +44 (0)1224 619869 Email: info@thewoodfoundation.org.uk Web: www.thewoodfoundation.org.uk

Trustees: Sir Ian Wood, Lady Helen Wood, Garreth Wood, Graham Good Scottish Registered Charity No. SC037957

HSE & Risk Assessment undertaken If yes, please attach supplementary information	Yes:	No:
Support, supervision & insurance plans		
Detailed schedule of trip		
Details of Project to be undertaken, including aim & target beneficiaries (age group & number where possible)		

Please provide 3 inputs

Please provide 3 outputs

Please provide 3 outcomes

Group Participant Forms

Please also attach completed Group Participant Forms for 50% of your group.

Finances

Please attached a 1-page project budget, including:

- Total cost of volunteering trip
- Fundraising target for participants / supervisors
- Other fundraising activities planned
- Amount raised to date (and from where)
- Projected expenditure items, e.g. travel, accommodation

Signature:

Date:

Please include any additional information in a covering letter or email to accompany this form.



Group Participant Form

Volunteering Overseas

Please type responses in the form below to give TWF Trustees the required information for your volunteering overseas application.

Please refer to the Guidance Notes accompanying this application form.

About you

Name of volunteer:

Date of Birth:

Address:

Email address:

Contact number:

About your trip

Name of sending organisation:

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Location of volunteering:

Volunteering theme:

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Length of trip:

Intended start date:

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Details of Project to be undertaken, including target beneficiaries (age group & number where possible)

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Additional Information

What do you hope personally to gain from this experience?

How will you share your experiences upon return to Scotland and who with?

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What do you currently plan to do following your o/s placement?

Signature:

Date:

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Guidance Notes for Group Application

These guidance notes give you advice on how to complete each question on the Group Volunteering Application form.

About your organisation

Name, charity number and contact details of organisation

Please fill out the relevant details in full, including the applicants name and role within the organisation, this is essential for our information. ***Only groups local to the North East of Scotland will be awarded, except in special circumstances.***

Summary of your organisation's main activities & beneficiaries

Please detail your main services and activities and an approximately number of how many people these services / activities reach, including geographical focus. Please give details of any previous volunteering overseas trip executed by your organisation.

About your proposed trip

Name of partner organisation(s)

Please detail any partner organisations involved in your trip, these include UK sending organization and overseas charities. ***Please note TWF do not accept applications from groups going overseas with World Challenge as only partner.***

Location of volunteering

Please give the country and region of the volunteering project

Intended theme

If there is a clear theme to your volunteering project, please detail here.

Length of trip & Intended start date

Please give the length of trip and intended start date overseas.

Number of volunteers

Please use both boxes available to give numbers of supervisors and participants taking part in the volunteering.

HSE & Risk Assessment undertaken

Please give details of any Health, Safety, Environmental and Risk Assessment pertaining to the proposed trip.

Support, supervision and insurance plans

Please detail the amount and nature of support supervision for volunteers pre-, during and post-trip and travel insurances in place.

Detailed schedule of trip

Please give details of the division of your time overseas, to include: tourist days, community project, expedition, travelling, etc.



Details of project to be undertaken

Please detail the type of project planned and key aims and objectives to be achieved. This should also include the age group of target beneficiaries overseas and how many, if this figure is available.

Please provide 3 inputs

Summarise the three main inputs here. Inputs are the resources and conditions required to carry out an activity. Examples of inputs are: volunteers; time; training; funds; resources.

Please provide 3 outputs

An output is a tangible product or service. Examples of outputs are: length of time selected volunteers will spend overseas; completion of journals and other resources for community awareness; delivery of a project overseas of direct benefit to local community.

Please provide 3 outcomes

An outcome is a change in the environment, culture or behaviour. Examples of outcomes are: increased global awareness and cultural understanding; greater self confidence and leadership skills; improvement of beneficiaries' living / education situation.

Group Participant Forms

In order to fulfil TWF reporting requirements, we kindly request that 50% of your group complete a Group Participant Form for return with your Group Application.

Finances

Please include the following in a 1-page summary project budget:

- Total cost of volunteering trip
- Fundraising target for participants (please note that TWF does not cover costs for supervisors / chaperones)
- Other fundraising activities planned
- Amount raised to date (and from where)
- Projected expenditure items, e.g. travel, accommodation etc.

Signature & date

Please sign and date the application form. If you are emailing the application, please just type in the name of the applicant.

PLEASE NOTE:

TWF donation must be spent as stipulated below:

- on travel expenses pertaining to volunteering trip;
- on other expenses accrued during preparation of trip;

TWF donations must not:

- be used to purchase equipment for export overseas;
- Contribute towards the core costs of your sending organization.