



War Memorials Trust

Regional Volunteer registration form

Please clearly complete all sections of this form, sign the agreement and return it along with a passport-sized photograph to:

War Memorials Trust, 1st Floor, 14 Buckingham Palace Road, London SW1W 0QP.

Personal details

Title:	
First name:	
Surname:	
Known as:	
Address:	
Postcode:	
Telephone number:	
Mobile number:	
Fax number:	
Email:	
Age (please tick one box):	<input type="checkbox"/> 18-30 years old <input type="checkbox"/> 31-45 years old <input type="checkbox"/> 46-65 years old <input type="checkbox"/> Over 65 years old
Date of birth (dd/mm/yyyy):	
War Memorials Trust supporter number (if known):	

Please note that it is a requirement of War Memorials Trust's insurance policy that all Regional Volunteers are members of the charity in order to be covered while on official duties for the Trust.

Personal statements

- Please tick here if you accept the following statement: I agree that War Memorials Trust can make my details available to other Regional Volunteers.
- Please tick here if you accept the following statement: I agree that War Memorials Trust can make my details available to other organisations, such as local councils, which request a local contact or assistance.

Regional Volunteer counties

Regional Volunteers are registered according to the county/counties in the UK they wish to carry out activities in. This means that when, for example, an issue arises with a war memorial in Oxford the Trust can contact all Regional Volunteers operating in Oxfordshire for assistance.

The Trust does not expect a Regional Volunteer to cover the whole of a county or take on every issue that arises in a county (unless they want to). However, if the charity knows which counties a Regional Volunteer may be able to help in then we can contact them with the issue and they can decide if they are able to assist or not with that specific activity. For further information about the types of activities Regional Volunteers carry out, please see the 'RV role information'.

Please indicate in the list below which counties you wish to carry out activities in and also highlight which county you would like to be your main county (normally the county you live in). You must have at least one county, but there is no upper limit on the amount of counties you wish to carry out activities in.

This county list features the ceremonial counties for the UK and is the standard county list used by the Trust.

Main county:	
---------------------	--

England:

- | | | |
|--|--|---|
| <input type="checkbox"/> Bristol (City) | <input type="checkbox"/> Bedfordshire | <input type="checkbox"/> Berkshire |
| <input type="checkbox"/> Buckinghamshire | <input type="checkbox"/> Cambridgeshire | <input type="checkbox"/> Cheshire |
| <input type="checkbox"/> Cornwall | <input type="checkbox"/> County Durham | <input type="checkbox"/> Cumbria |
| <input type="checkbox"/> Derbyshire | <input type="checkbox"/> Devon | <input type="checkbox"/> Dorset |
| <input type="checkbox"/> Essex | <input type="checkbox"/> Gloucestershire | <input type="checkbox"/> Hampshire |
| <input type="checkbox"/> Herefordshire | <input type="checkbox"/> Hertfordshire | <input type="checkbox"/> Isle of Wight |
| <input type="checkbox"/> Kent | <input type="checkbox"/> Lancashire | <input type="checkbox"/> Leicestershire |
| <input type="checkbox"/> Lincolnshire | <input type="checkbox"/> London (City) | <input type="checkbox"/> London (Greater) |
| <input type="checkbox"/> Manchester (City and Greater) | <input type="checkbox"/> Merseyside | <input type="checkbox"/> Norfolk |
| <input type="checkbox"/> Northamptonshire | <input type="checkbox"/> Northumberland | <input type="checkbox"/> Nottinghamshire |
| <input type="checkbox"/> Oxfordshire | <input type="checkbox"/> Rutland | <input type="checkbox"/> Shropshire |
| <input type="checkbox"/> Somerset | <input type="checkbox"/> Staffordshire | <input type="checkbox"/> Suffolk |
| <input type="checkbox"/> Surrey | <input type="checkbox"/> Sussex (East) | <input type="checkbox"/> Sussex (West) |
| <input type="checkbox"/> Tyne and Wear | <input type="checkbox"/> Warwickshire | <input type="checkbox"/> West Midlands |
| <input type="checkbox"/> Wiltshire | <input type="checkbox"/> Worcestershire | <input type="checkbox"/> Yorkshire (East) |
| <input type="checkbox"/> Yorkshire (North) | <input type="checkbox"/> Yorkshire (South) | <input type="checkbox"/> Yorkshire (West) |

Northern Ireland:

- | | | |
|---|---|---|
| <input type="checkbox"/> Belfast (City) | <input type="checkbox"/> County Antrim | <input type="checkbox"/> County Armagh |
| <input type="checkbox"/> County Down | <input type="checkbox"/> County Fermanagh | <input type="checkbox"/> County Londonderry |
| <input type="checkbox"/> County Tyrone | <input type="checkbox"/> Londonderry (City) | |

Scotland:

- | | | |
|--|---|---|
| <input type="checkbox"/> Aberdeen | <input type="checkbox"/> Aberdeenshire | <input type="checkbox"/> Angus |
| <input type="checkbox"/> Argyll and Bute | <input type="checkbox"/> Ayr and Arran | <input type="checkbox"/> Banffshire |
| <input type="checkbox"/> Berwickshire | <input type="checkbox"/> Caithness | <input type="checkbox"/> Clackmannanshire |
| <input type="checkbox"/> Dumfries | <input type="checkbox"/> Dunbartonshire | <input type="checkbox"/> Dundee |
| <input type="checkbox"/> East Lothian | <input type="checkbox"/> Edinburgh | <input type="checkbox"/> Fife |
| <input type="checkbox"/> Glasgow | <input type="checkbox"/> Inverness | <input type="checkbox"/> Kincardineshire |
| <input type="checkbox"/> Lanarkshire | <input type="checkbox"/> Midlothian | <input type="checkbox"/> Moray |
| <input type="checkbox"/> Nairn | <input type="checkbox"/> Orkney | <input type="checkbox"/> Perth and Kinross |
| <input type="checkbox"/> Renfrewshire | <input type="checkbox"/> Ross and Cromarty | <input type="checkbox"/> Roxburgh, Ettrick and Lauderdale |
| <input type="checkbox"/> Shetland | <input type="checkbox"/> Stewartry of Kirkcudbright | <input type="checkbox"/> Stirling and Falkirk |
| <input type="checkbox"/> Sutherland | <input type="checkbox"/> Tweeddale | <input type="checkbox"/> West Lothian |
| <input type="checkbox"/> Western Isles | <input type="checkbox"/> Wigtown | |

Wales:

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> Clwyd | <input type="checkbox"/> Dyfed | <input type="checkbox"/> Gwent |
| <input type="checkbox"/> Gwynedd | <input type="checkbox"/> Mid Glamorgan | <input type="checkbox"/> Powys |
| <input type="checkbox"/> South Glamorgan | <input type="checkbox"/> West Glamorgan | |

Regional Volunteer correspondence

Please indicate below how you would like to receive Regional Volunteer correspondence from the Trust.

Regional Volunteer information pack:

The information pack is designed to have removable information sheets so if details need to be updated or added the Trust can send all Regional Volunteers replacement sheets.

Please indicate how you would prefer to receive any replacement sheets:

- Hard copy (paper) version by post **OR** Electronic version by email

Regional Volunteer contacts list:

At the beginning of each year, the Trust sends Regional Volunteers an up-to-date list of Regional Volunteer contact details.

Please indicate how you would prefer to receive the contacts list:

- Hard copy (paper) version by post **OR** Electronic version by email

Regional Volunteer newsletter:

The newsletter is produced by the Trust bi-monthly and distributed to all Regional Volunteers.

Please indicate how you would prefer to receive the newsletter:

- Hard copy (paper) version by post **OR** Electronic version by email

Regional Volunteer section of the Trust website

The Trust website has a password-protected section which is specifically for Regional Volunteers. As well as containing up-to-date Regional Volunteers information, it also contains fellow Regional Volunteers' contact details.

Please indicate if you would like access to this section (you will need an email address) and if you would be happy for your contact details to be included (this will only be accessible by other Regional Volunteers). You do not have to display your contact details to have access to the Regional Volunteer section.

I would like access to the Regional Volunteer section of the website and my password is:

I agree you can display my name

I agree you can display my home telephone number (landline)

I agree you can display my mobile telephone number

I agree you can display my email address

Any other comments

Please use the space below to advise War Memorials Trust of any other information which is relevant to your role as a Regional Volunteer, e.g. relevant offices held or memberships, existing skills and experience, etc.

Permission to use photographs

It is helpful for War Memorials Trust to be able to use some of the photographs submitted by Regional Volunteers from time-to-time. Please read the following statement which sets out how and when they might be used and indicate if you are happy to give the charity permission.

Permission statement

I understand that War Memorials Trust (the Charity) wishes to use the photographs (the Photographs) that I submit to the Charity in my role as a Regional Volunteer for the Charity for the purposes set out below.

I confirm that in consideration of the Charity attributing copyright in the Photographs to me:

1. I irrevocably grant the Charity a perpetual non-exclusive licence to use the Photographs for any purpose in all or any media, including, without limitation: in the Charity's printed publications, presentations, promotional materials, in the advertising of the Charity's goods or services or on the Charity's websites (the Specified Purposes), whether in its original format or edited or altered in any way which the Charity deems appropriate.
2. I do not object to the Charity storing copies of the Photographs for the Specified Purposes or to it storing my contact details on its database in case it needs to contact me.

This agreement shall be governed by and construed in accordance with the laws of England and Wales and the parties hereby submit to the exclusive jurisdiction of the English courts.

Please indicate if you agree to letting the Trust use your photographs:

Yes - see below

No

If you ticked **Yes** please sign below to confirm your agreement. You should also confirm the name we should use when noting copyright – this might be your full name, initials and surname or a combination of your preference.

Signed:	
Credited to:	

War Memorials Trust Regional Volunteer Code of Conduct

This Code sets out the duties and responsibilities of a Regional Volunteer ('the individual') in their volunteering role and War Memorials Trust ('the organisation') as the charity for whom the individual volunteers.

1. All War Memorials Trust Regional Volunteers must be registered with the organisation.

To be a Regional Volunteer, it is required that:

- an individual is a member of the organisation (having paid either an annual or life subscription) due to insurance requirements;
- the individual has signed the Regional Volunteer agreement (thereby agreeing to the Code of Conduct);
- the individual has submitted the Regional Volunteer registration form; and,
- the individual has received documentation from the organisation along with an ID card.

2. The individual makes a commitment to War Memorials Trust's objectives and agrees to abide by decisions made by the organisation to achieve these objectives.

Ideally the individual will complete at least two Regional Volunteer activities per year.

3. The individual agrees to let the organisation know of any activities undertaken on its behalf in writing (by letter or email) and ensure that copies of all correspondence in which the organisation is referred to are sent to the organisation.
4. The individual agrees that they will undertake no fundraising activities without first discussing the project with the organisation. This is to ensure that the charity's ongoing fundraising activity is not jeopardised.

No individual has authority to use, or misuse, the organisation's charity number.

5. The individual undertakes that they will not knowingly bring the organisation into disrepute. When representing War Memorials Trust the individual should be punctual, polite and willing to comply with any restrictions within the environment they are operating.
6. The organisation agrees to reimburse any reasonable expenses incurred by the individual when undertaking activities on behalf of the organisation. However, the individual agrees that these will be discussed with the organisation prior to any activity being undertaken. The organisation is not obliged to pay any expenses not agreed in advance.

War Memorials Trust Regional Volunteer agreement

This agreement sets out the duties and responsibilities of a Regional Volunteer ('the individual') and War Memorials Trust ('the organisation').

1. Upon signing the agreement, the individual wishing to become a Regional Volunteer agrees:
 - a) To represent War Memorials Trust in an appropriate manner and work with the organisation to fulfil its objectives as an unpaid volunteer ideally completing at least two Regional Volunteer activities per year;
 - b) To abide by the War Memorials Trust Regional Volunteer agreement and Code of Conduct;
 - c) To provide the organisation with a passport-sized photograph to enable the organisation to produce a Regional Volunteer ID card.
2. Upon signing the agreement War Memorials Trust agrees:
 - a) To recognise the individual as a Regional Volunteer;
 - b) To provide the individual with written evidence that they have been registered as a Regional Volunteer and supply an information pack and ID card which the individual can use when representing the organisation;
 - c) To provide reasonable assistance and support to the individual in carrying out activities on behalf of the organisation.

Signed:	
Print name:	
Date (dd/mm/yyyy):	

Please return your completed registration form along with a passport-sized photograph to: War Memorials Trust, **1st Floor, 14 Buckingham Palace Road London SW1W 0QP**

WMT signed:	
WMT Print name:	
Date (dd/mm/yyyy):	

Office use:			
Completed registration form received	Yes/No	Passport-sized photograph received	Yes/No
Valid Trust membership	Yes/No	Regional Volunteer information sent	Yes/No

War Memorials Trust 1st Floor, 14 Buckingham Palace Road London SW1W 0QP
Telephone: 020 7834 0200 / 0300 123 0764 **Email:** rv@warmemorials.org **Website:**
www.warmemorials.org **Registered Charity Commission Number:** 1062255