# G:\Marketing\Brand\Component parts 2017\Logos\KWT_logo_highres.jpgTake Root Referral Form

Welcome to the Take Root Project!

Thank you for reaching out ☺

## Personal details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |  | First Name: |  | Surname:  |  |
| Address: |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | County | Post Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Mobile: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Email:  |  |  |  |  |  |

|  |  |
| --- | --- |
| Date of Birth:  |  |

## Emergency Contact Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Relationship to you: |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mobile :  |  |  | Telephone:  |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Relevant medical notes: |  |
|  |  |

## Photo Permission

|  |  |  |
| --- | --- | --- |
| Please indicate whether you are happy for a photo of you to be used for promoting the work of Kent Wildlife Trust, for example website, social media, newsletters etc. | YES [ ]  | NO [ ]  |

## Interests, skills and knowledge

|  |
| --- |
| What areas of our work or volunteering interest you?  |
| Administration | [ ]  | Conservation | [ ]  | Education | [ ]  | Other (please specify) | [ ]  |
| Events | [ ]  | Gardening | [ ]  | Local Groups | [ ]  |  |  |
|  |  |
| Practical Outdoor | [ ]  | Trustee  | [ ]  | Visitor Centres | [ ]  |  |  |
| No interest  | [ ]  |  |  |  |  |  |

|  |
| --- |
| Tell us about any skills, knowledge or qualifications you have that are relevant to the role eg, woodwork, working with people, wildlife gardening/watching in your garden:  |
|  |
|  |

|  |
| --- |
| Why would you like to volunteer with Kent Wildlife Trust? *If choosing more than one please number in order of importance* |
| Meeting people |  | Use skills |  | Gain skills |  | Other (please specify) | [ ]  |
|  |  |  |  |  |  |
| Improve health and wellbeing |  | Be outside |  | Concern for wildlife |  |

|  |
| --- |
| Origin of referral? |
| Involve Kent | [ ]  | West Kent Mind | [ ]  | One You | [ ]  | Other (please specify) | [ ]  |
| Social Prescribing Directory | [ ]  | Self – Referral (please specify where you heard about the Take Root project) | [ ]  |  |  |  |  |
|  |  |
|  |  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |

## Access requirements

|  |
| --- |
| Please use this space to tell us if you have a disability or any additional access needs that we may need to take into account to enable an enjoyable experience with Kent Wildlife Trust.  |

|  |
| --- |
| Please indicate which programmes and sessions you are interested in joining. |

|  |
| --- |
|  |
| Are you a member of Kent Wildlife Trust? | YES[ ]  | NO[ ]  | Have you volunteered for us before? | YES[ ]  | NO[ ]  |

|  |
| --- |
| Declaration |

I agree to the above information being held by Kent Wildlife Trust. I understand that I will be asked to adhere to policies and procedures by the project supervisor and I agree that I will carry out only the tasks that I consider I am fit to do.

I am aware that I will be asked to give feedback relating to my wellbeing. This is your personal choice to do so or not, however we ask that you carefully consider this request as it will hugely help our future nature and wellbeing work and projects. Feedback is anonymous and cannot be traced to individuals, but will be included within a report to Big Lottery Fund, the project funders.

I understand that any information given by me will be treated as confidential and only be used in relation to my participation in Take Root and will be held in accordance with the Data Protection Act 1998. Your details will be used for Kent Wildlife Trust’s purposes only and will not be sold or passed on to any other organisations.

I am happy to be contacted by Kent Wildlife Trust about membership; conservation; events; fundraising and other activities by: ☐ post    ☐   email     ☐  telephone  ☐ No contact

Signed: Date:

## Office use

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date:  |  | Supervisor: |  |

|  |
| --- |
| Equality and Diversity Monitoring |

Kent Wildlife Trust are committed to ensuring our work and volunteer program encourages people from all backgrounds to contribute to our work. This information is used to monitor the effectiveness of our advertising methods and the appeal of our projects and work. Where the volunteer role or participation is part of a funded project it will also be used as part of our evaluation and shared with our funders. This information will be stored electronically and held in strictest confidence.

**Data Protection**

The data you provide is subject to the provisions of the Data Protection Act 1998. By completing this form and returning it to us, whether electronically or by hand, you are giving your permission for us to process the data for equal opportunities monitoring purposes. This information will be held confidentially and will only be used for the purposes of equal opportunities monitoring. All data will be treated as strictly confidential.

|  |  |  |
| --- | --- | --- |
| Age Group:  | Ethnicity:  | Disability:Do you consider yourself to have a disability? |
| Under 16 | 16-24  | 25-34 | Asian (Bangladeshi, Indian, Pakistani etc) | Asian(Chinese, Japanese etc) |
| 35-50 | 51-65 | 65+ | Black (Caribbean, African, other) | White | [ ]  yes [ ]  no |
| Mixed | Other |
| Prefer not to say: [ ]  | Prefer not to say: [ ]  | Prefer not to say: [ ]  |