

CHERRY TREE NURSERY FRIENDS AGREEMENT

Dear Volunteer Helper

Welcome to Cherry Tree Nursery as a 'Friend of SWOP'. Your help is greatly appreciated and indeed very necessary, as we have 40-50 people attending every day and only 6 staff. We always need volunteers to help with many tasks including: help with the opening of the Nursery at weekends, selling plants at shows, organising barbecues, the Christmas Party and other social activities for our volunteers, operating the till, restocking the retail area, assisting with plant orders, we also need experienced drivers to deliver shrubs in our vans and pick up supplies.

We will be taking up two references for you from responsible people who know you well and are not related to you, and can confirm that you are honest, reliable and patient.

To satisfy Health & Safety and Fire Regulations we would ask you to sign in on arrival and tell us if you are leaving for lunch breaks etc. We are happy for you to arrange the days on which you can help us by filling out the rota in the shop. This is to ensure that we have adequate cover and you do not overlap with other Friends. If you cannot attend on your normal day we would appreciate a phone call so that we can arrange other cover. If you have any suggestions, problems or complaints we would appreciate it if you could tell a member of Staff rather than another volunteer. We have a complaints policy which is available on request.

Without your assistance we would find it very hard to continue the essential work of Cherry Tree and Chestnut Nurseries helping people with severe and enduring mental illness to regain their dignity and to improve the quality of their lives, and helping them to socialise, find friendship, companionship, and to learn new skills. Our Friends are invaluable in enabling the work of this very special and unique project to continue.

The Trustees of our charity insist that our volunteers abide by certain rules, which really go without saying in any working environment. We are obliged to include the following clause for you to sign to satisfy our insurance and Health & Safety requirements:-

I understand that no person attending the Nursery maybe under the influence or in possession of alcohol, or non-prescribed drugs, and that any person driving any of our vehicles must have a full and clean driving licence. No disruptive behaviour will be accepted.

Please sign to say you have received, read and understood this agreement and a copy of our Health & Safety Policy.

Signed Dated