



Learning Disability Pride May 2017 Brief



Learning Disability Pride is funded by the Big Lottery Fund, Mencap and Mid & East Antrim Borough Council. The event is run by Carrickfergus and District Senior Gateway Club in partnership with Mencap.



Agenda

1. Welcome
2. Aims and objectives of the event
3. Parade plan (participating and afterwards)
4. Volunteers roles on the day
5. Logistics
6. Health and safety (Do' and don'ts)
7. Emergency contact cards
8. Volunteer Expenses
9. Questions
10. Sign up
11. Close and thank you

Volunteers roles – example only!

Where	What	Who	When	Then
xxxxxxx train station	Directing people onto buses that will do a route to the parade meeting point and castle. Handing out bam bams, whistles etc, handing out leaflets and providing information on the day	2 volunteers needed	10.15am - 11.40am and 11.50am - 12.45pm	Get the last bus around 11.30am to join in the parade!! Hand out any extra bam bams, whistles as part of the parade to supporters all the way down to the castle as directed by xxxx Meeting point for parade, entrance to F/ball grounds. Followed by lunch.
Xxxxxxxx Bus station	As above	As above	As above	As above
At the stage/ castle	Helping with set up of external providers directed by xxxxxx. Then get the shuttle bus around 11.30 to the parade meeting point	2 volunteers needed	9.30am - 11.40am 11.50 - 12.45pm	Get the last bus around 11.30am to join in the parade!! Hand out any extra bam bams, whistles as part of the parade all the way down to the castle as directed by xxxxxx. Followed by lunch.
Impact surveys in castle carpark	Conducting a quick 1 page surveys with those who are present at the event. Target 10 - 20 people per volunteer	10 volunteers needed	12.45pm - 2.30pm	Point of contact xxxxxx meeting point stage side. Must be done in twos. Hand back all survey results to xxxxxx at the stage at 2.30pm. Followed by lunch
Off stage entertainm ent support	<ul style="list-style-type: none"> • arts and craft table • bouncy castle • petting farm • donkey rides • face painting 	16 volunteers needed	12.45pm – 4.30pm	Help participants to engage and have fun! Breaks will be schooled for lunch and water. Help to pack up when crowds wind down



Code of conduct

Do.....

<ul style="list-style-type: none"> Report immediately to LDP event management any concerns or issues in regards health & safety, risk assessment, protection of vulnerable adults and lone working 	<ul style="list-style-type: none"> Be on time and stick you your role on the day
<ul style="list-style-type: none"> Be reliable and make sure that your phone is fully charged on the day 	<ul style="list-style-type: none"> Be responsible for keeping yourself safe at all times during your volunteering/ stewarding on the day
<ul style="list-style-type: none"> Hand back your high visibility vest to xxxxxxxx at the stage when your volunteering is finished 	<ul style="list-style-type: none"> Be responsible for any of your own belongings on the day.

Don't.....

<ul style="list-style-type: none"> Leave any litter behind from the merchandise that you will be give 	<ul style="list-style-type: none"> Put yourself or anyone else at risk on the day
<ul style="list-style-type: none"> Become involved in any disputes or conflicts on the day 	<ul style="list-style-type: none"> Direct any traffic on main roads at any time
<ul style="list-style-type: none"> Consume alcohol/drugs or smoke before or during your volunteering at the event 	<ul style="list-style-type: none"> Do anything outside of what you have been asked to do on the day without speaking to a member of the project management team

Emergency contacts for the day



Name

Insert picture

Number

Name









Insert picture

Number

You will be given a copy of these numbers to keep on your person/ in your phone on the day. In the first instance contact xxxxxxx and if there is no answer, work your way down this list.

Appendix 1 – Volunteer Expenses Form



	I was a volunteer at Learning Disability Pride	
	Date I volunteered: 22nd May <input type="checkbox"/> 27th May <input type="checkbox"/>	Tick as appropriate
	My name:	
	My address:	
	My telephone number	
	I would like to be paid me a total of	£
By asking to be paid for mileage, I am saying that I have a current driving licence and I have insurance which allows me to drive when I am volunteering		
	My signature	 Date

For office use only

Cost Centre No/Account Code	
Authorised by (Print name)	
Authorised by (Signature)	
Date	



Carrickfergus Senior Gateway

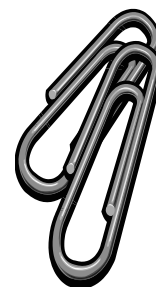


LOTTERY FUNDED



Mid & East Antrim Borough Council


I attach my receipts and tickets **here** – please use a paper clip



I am claiming for:

Car miles – (petrol or diesel – please circle which)



	Number of car miles	Mileage Cost (car miles x cost per mile)	Car park cost	Bus, taxi train or tube cost
Journey 1		£	£	£
Journey 2		£	£	£
Journey 3		£	£	£
Journey 4		£	£	£
			 Total expense:	£

Please return to:
XXXXXXXXXXXXXXXXXX

All expense must be claimed by 30th June 2017.
Any claim made thereafter will not be processed.