

# Volunteer Information Pack



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## **Volunteering at the Theatre Royal**

### **The Royal Family**

Members of the Royal Family receive some great benefits:

- Regular Royal Family e-newsletters on upcoming shows and the chance to book shows ahead of the general public for upcoming shows.
- Invitations to exclusive Royal Family events with the chance to meet the cast.
- Reduced ticket prices (subject to availability). Bookings can be made at the theatre via phone, online, email or in person
- The chance to win some great prizes, exclusive to Royal Family members.

### **Active Volunteers**

Being an active volunteer is an ideal opportunity to support the Theatre Royal on a day to day basis. There are many different, well defined roles to choose from. These roles range from day to day duties through to helping with events. As an active volunteer you will enjoy a great social network, have the opportunity to learn new skills and help support the arts in Nelson.

### **Service Pledge Volunteers**

There are many people who wish to help but just simply don't have the time to regularly schedule voluntary work into their lives. In this case volunteers can pledge a particular skill or service for the odd occasion when it is needed. For example: providing floral arrangements for a special event, data input, daytime box office support. Being registered as a service pledge volunteer means you still receive information about projects available and can show your support without placing too much pressure on your available time.

## **Code of Practice for Volunteers**

### ***To promote excellence in service and maximise the quality of my experience as a volunteer, I will:***

Recognise my own motives for being a volunteer and ensure the organisation is aware of these.

Seek work opportunities appropriate to my skills, interests and aspirations.

Be committed to give high quality service.

Consider opportunities for job training and personal development.

Carry out all work I agree to do responsibly and ethically.

Speak out about any concerns that might affect my work relationships or quality of service.

See myself as a valued team member with the right to contribute to decisions which affect my work.

Value and support other team members.

## **Code of Practice for Volunteer Involving Organisations**

### ***To promote excellence in service and maximise the quality of volunteers' experience, this organisation will:***

Empower our volunteers to meet their own and the organisation's needs.

Offer volunteers work opportunities appropriate to their skills, experience and aspirations.

Provide volunteers with clear duty statements and orientation to their work and the organisation.

Offer training and support for volunteers to achieve personal and work goals.

Implement procedures to safeguard volunteer safety and wellbeing.

Recognise volunteers as valued team members with opportunities to participate in relevant organisation decisions.

Provide mechanisms to acknowledge contributions made by volunteers

Further enquiries to:

**Theatre Royal**

Theatre Royal Nelson

PO Box 1461

Nelson

Ph. (03) 548 3840

**Community Policy**

Ministry of Social Development

Telephone 04-916 3300

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Helpful links and useful information

**Volunteering New Zealand**

*For more information about volunteering in New Zealand visit the VNZ website.*

[www.volunteeringnz.org.nz](http://www.volunteeringnz.org.nz)

Office for the Community & Voluntary Sector

*For more information on government policy regarding the voluntary sector visit the Ministry Of Social Development website for The office for the Community And Voluntary Sector.*

[www.ocvs.govt.nz](http://www.ocvs.govt.nz)

PO Box 1556

Wellington

Ph: 04 918 9555

fax: +64 4 913 3080

email: [ocvs@msd.govt.nz](mailto:ocvs@msd.govt.nz)

## Volunteer Information form

Personal information provided is CONFIDENTIAL to *the Theatre Royal Nelson*. It is used to find volunteer opportunities for you and for statistical purposes only.

Family Name		Date	
Given Name(s)		Day phone	
Address		Evening Phone	
		Mobile Phone	
Suburb		Fax	
City		Email	
<b>Age, gender, labour force status and ethnicity are all for our statistical purposes only.</b>			
Age Group	Labour force status	Ethnic Identity	Heard of <i>Theatre Royal Family</i> from
<input type="checkbox"/> Under 20 years	<input type="checkbox"/> Part-time paid Employment	<input type="checkbox"/> Pakeha/NZ European	<input type="checkbox"/> Word of Mouth
<input type="checkbox"/> 20-24 years	<input type="checkbox"/> Full-time paid employment	<input type="checkbox"/> NZ Maori	<input type="checkbox"/> Pamphlet/Poster
<input type="checkbox"/> 25-29 years	<input type="checkbox"/> Retired	<input type="checkbox"/> Pacific Islands	<input type="checkbox"/> Newspaper/Radio/TV
<input type="checkbox"/> 30-39 years	<input type="checkbox"/> Seeking paid work	<input type="checkbox"/> Other (please state)	<input type="checkbox"/> Speaker
<input type="checkbox"/> 40-49 years	<input type="checkbox"/> Unpaid labour force		<input type="checkbox"/> WINZ
<input type="checkbox"/> 50-59 years	<input type="checkbox"/> Registered with WINZ	<input type="checkbox"/> English is not my first language	<input type="checkbox"/> Internet
<input type="checkbox"/> 60 years and over	<input type="checkbox"/> Student		<input type="checkbox"/> Other
Present Occupation			Gender. Male / Female
<b>The goals do you wish to achieve through voluntary work (Please choose the two that apply the most)</b>			
<input type="checkbox"/> Gain new skills/knowledge	<input type="checkbox"/> Meet people	<input type="checkbox"/> Help others	
<input type="checkbox"/> Contribute to the community	<input type="checkbox"/> Discover new interests	<input type="checkbox"/> Get work experience	
<input type="checkbox"/> Enhance employment potential	<input type="checkbox"/> Achieve personal growth	<input type="checkbox"/> Explore new fields of work	

<b>Training or courses you have done</b>	<b>Please tick as many as apply</b> <input type="checkbox"/> Have driver's licence <input type="checkbox"/> Have own transport <input type="checkbox"/> Willing to use own transport on job <input type="checkbox"/> Prefer to work mornings <input type="checkbox"/> Prefer to work afternoons <input type="checkbox"/> Prefer to work evenings <input type="checkbox"/> Am available to work weekdays <input type="checkbox"/> Am available to work weekends
<b>Educational qualifications</b>	
<b>Any special health needs that need to be taken into account</b>	
<b>Areas you are interested in Volunteering - Please tick as many as apply</b>	
<input type="checkbox"/> Administration	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Marketing	<input type="checkbox"/> Social Event planning
<input type="checkbox"/> Desktop publishing	<input type="checkbox"/> Event management
<input type="checkbox"/> Box Office	<input type="checkbox"/> Audio visual
<input type="checkbox"/> Front of House & Ushering	<input type="checkbox"/> Anything-I just want to be involved
<input type="checkbox"/> Tour guiding	<input type="checkbox"/> First Aiding
<input type="checkbox"/> Adult Education programmes	<input type="checkbox"/> Crew (lighting/ sound/ stage)
<input type="checkbox"/> Youth Education Programmes	<input type="checkbox"/> Other- please specify
<input type="checkbox"/> Children's Education Programmes	

I authorise the Theatre Royal to keep an electronic copy of my information. I have read, understood and agree to abide by the VNZ's code of practice

Volunteers

Signature \_\_\_\_\_ Date \_\_\_\_\_