



# Event Volunteer Application & Code of Conduct

Isle Listen's charitable work focuses on a preventative mental health education programme for young people on the Isle of Man. This programme currently operates in 95% of the Island's schools & UCM. Through work commissioned by Manx Care, Isle Listen also provides vital one-to-one therapeutic mental health support to young people up to 18 years of age. This service is led by qualified and accredited therapists.

Isle Listen events play a crucial role in income generation by bringing people together to support a vital service in a dynamic and engaging way. They provide a platform to raise awareness, build relationships with supporters, and showcase the impact of the work we do. We can't do this without you.

## Your Details

Full Name:

Date of Birth (DD/MM/YYYY):

Phone Number:

Email:

Address:

Emergency Contact Name:

Emergency Contact Point (Phone/Email):

Do you have any medical conditions we should be aware of? E.g. Allergy and Epi Pen, reduced mobility etc.  
Please specify below:

Do you have any additional needs we should be aware of?  
Please specify below:

Is there a specific event would you like to support with?  
Please specify below:

Would you be available to support with other events?

☐ Yes

☐ No

Are there any days or times you are unavailable?  
Please specify below:

Do you have any specialist skills that you think could be utilised by Isle Listen? Please specify below:

Following receipt of a completed form, we will be in touch with you to arrange a mutually convenient time to catch up, ideally face to face or via the telephone to acknowledge your application and keep you updated on the event/events you are available for. You will also receive a small Isle Listen gift bag as a token of thanks and gratitude for your time.

All completed forms should be returned via post or email to:

**Arron McClenaghan, Fundraising Team, Isle Listen**

**Email: [Fundraising@Islelisten.im](mailto:Fundraising@Islelisten.im)**

**Tel: 01624 679118**

**Post: Mill Court, Hope Street, Castletown IM9 1AN**



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## Code of Conduct

As a volunteer representing Isle Listen, you play a vital role in promoting our mission and ensuring a positive experience for all event participants. To maintain professionalism, respect, and safety, all volunteers are expected to follow this Code of Conduct:

### Represent the Charity Positively

- Act as an ambassador for the charity at all times.
- Be respectful, friendly, and welcoming to all guests, donors, fellow volunteers, and staff.
- Wear appropriate clothing and any required volunteer identification during events.

### Maintain Professionalism

- Arrive on time and complete assigned duties reliably.
- Follow instructions from event organisers and ask questions if anything is unclear.
- Do not consume alcohol or drugs while volunteering and avoid behaviour e.g. swearing, that could reflect poorly on the organisation.

### Respect Confidentiality and Privacy

- Keep any sensitive or personal information you learn about guests or the charity confidential. Speak to an Isle Listen member of staff should you require any guidance or have any concerns.
- Do not share internal event details or donor information without authorisation.

### Ensure Safety and Inclusivity

- Be alert to safety concerns and report hazards or emergencies to event staff immediately, or the emergency services where appropriate.
- Treat everyone with respect regardless of age, gender, race, religion, ability, or background.
- Do not engage in harassment, discrimination, or any form of inappropriate behaviour.

### Act with Integrity

- Do not solicit personal donations or promote personal causes during charity events.
- Handle all money, materials, or equipment with care and honesty if you are assigned such responsibilities.

### Communicate Issues Promptly

- If you encounter any problems or are unable to fulfil your duties, notify the event coordinator as soon as possible.
- Report any misconduct or concerns to charity staff confidentially.

By volunteering at Isle Listen's external events, you agree to uphold this Code of Conduct and support the values and mission of the organisation.



- ☐ I agree that by submitting my personal details, these will be stored and processed by Isle Listen for the purpose of event volunteering coordination and associated activities
- ☐ I have read and agree to the Volunteer Code of Conduct

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

