



Guidance Notes for Individual Participants

These guidance notes give you advice on how to complete each question on the Individual Volunteer Application form.

About you

Name, date of birth and contact details of Volunteer

Please fill out the relevant details in full, this is essential for our information.

Only individuals local to the North East of Scotland will be awarded, except in special circumstances.

About your trip

Name of sending organisation

We have supported volunteers from a number of different sending organisations, these include **ICS, VSO, Project Trust, Raleigh International, Lattitude, SPW & Universities**. Approved sending organisations must be non-profit making, ideally registered charities, and adhere to TWF guidelines. ***Please note we do not accept applications from individuals volunteering with World Challenge.***

Location of volunteering

Please give the country and region of the volunteering project.

Volunteering theme

If there is a clear theme to your volunteering project, please detail here. Examples include education, health, infrastructure and environment.

Length of trip & Intended start date

Please give the length of trip and intended start date overseas.

Details of project to be undertaken

Please detail the type of project planned and any itinerary scheduled. This should also include the age group of target beneficiaries overseas and number of beneficiaries, if this figure is available.

Finances

Fundraising target

This figure should be the amount the volunteer is required to raise for the trip.

Amount raised to date

This should be a running total of the amount of money you have raised already and a breakdown of how you raised this.

Other fundraising activities planned

Please detail how you intend to raise the remaining money.



Additional Information

What do you hope to gain?

Please include any additional information using the space provided

This information could include why you are driven to volunteer and what you hope to gain from this experience. Please also include any other important information we need to consider.

How will you share your experiences upon return to Scotland and who with?

Should this be through assemblies, community projects, presentations etc. Please also provide us with any future plans you may have.

Final question

Within the final question in the application form - please include any additional information in this space to support your application such as previous volunteering/charity engagement or personal achievements and motivations for your forthcoming trip.

Signature & date

Please sign and date the application form. If you are emailing the application, please just type in the name of the applicant. Applications can be emailed to info@thewoodfoundation.org.uk, or posted to The Wood Foundation, Blenheim House, Fountainhall Road, Aberdeen, AB15 4DT.

PLEASE NOTE:

TWF donation must be spent as stipulated below:

- on travel expenses pertaining to volunteering trip
- on other expenses accrued in support of trip

TWF donations must not:

- be used to purchase equipment for export overseas
- contribute towards the core costs of your sending organisation

Donations will be made payable and posted to the sending organisation, unless otherwise agreed with TWF.