**ACS ‘Volunteering in the Residences’ Programme**

# COMMITMENT FORM 2019-20

ACS have devised this programme to enable students to experience environmental activities. In doing so, students will have the opportunity to learn new skills and consider afresh their role within the student community.

It is important that you understand that you are consenting to undertake this commitment. Please take time to read the terms outlined below.

**What you can expect if you volunteer:**

* A clearly defined and time limited objective for the task.
* Training and support from a supervisor on site.
* Work as part of a team.
* Materials and tools provided.
* A new experience/ skill.

Duties assigned will vary depending on business need and may include outside work such as litter picking, or inside work such as bed stripping, bed making, vacuuming or assisting with room setups. This is not an exhaustive list. You will not be required to carry out any duties which involve manual handling or the use of chemicals/cleaning products.

Please discuss any concerns with the Duty Leaders.

**How to arrange your volunteering session:**

**You are required to contact** [**acsservicedl@sheffield.ac.uk**](mailto:acsservicedl@sheffield.ac.uk) **to arrange a suitable time and date for your session. Arrangements should be made as soon as possible – if you leave it until close to the deadline it may not be possible to accommodate you. You must take this Commitment Form with you to your volunteering session.** When your task is complete, the Duty Leader will confirm by signing off the Commitment Form and they will return the form to Residence Life.

**We expect that you:**

* Fulfil your commitment by turning up on time and staying for the duration of the task.
* Demonstrate a willing and positive attitude throughout the task. **(Please note that, should we receive negative feedback regarding your behaviour from the task managers, your Volunteering hours will be discounted and you will be in breach of your signed Undertaking.)**

**Preparing for your Volunteering Session:**

* You may be assigned outdoor work – please be prepared by bringing along suitable clothing (i.e. strong/stout shoes, warm clothes, weather proof jacket or hat). Please note that duties will be allocated on the day and may be outdoor or indoor work.
* Take a packed lunch, if necessary.
* Please report to the Customer Services Desk at The Edge at the start of your arranged session.
* You must take this Commitment Form with you.

**Declaration**

**I, ­­­­­­­­­­­­­­­­­­­­­­­­­­…………………………………………………………………………………choose to participate in the**

**ACS Volunteering in the Residences Programme for a total of one / two 3-hour session(s) to be completed by**

**................................................................................................under the terms outlined above.**

Signed…………………………………………………………….

Dated…………………………………………………………….....

I confirm I have no concerns over my physical ability to carry out any duties that may be assigned to me as part of the Volunteering in the Residences Programme

I have concerns over my physical ability to carry out any duties that may be assigned to me as part of the Volunteering in the Residences Programme and will discuss the details confidentially with the Duty Team Leader at the start of my Volunteering session.

When your task is complete, a Duty Leader will confirm by signing off the Commitment Form, which they will return to Residence Life.

**Failure to complete your Volunteering in the Residences Session and/or return of this signed form will be considered a breach of your Undertaking and will result in further disciplinary action.**

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| **FOR COMPLETION BY ACS DUTY LEADERS OR THEIR REPRESENTATIVE:**  I confirm that the student named above has completed their assigned volunteering task(s).  Signed ………………………………………………………………….. (on behalf of ACS)  Name …………………………………………………………………….  Date………………………………………………………………………    Duty Leader feedback to be sent to [residentsupport@sheffield.ac.uk](mailto:residentsupport@sheffield.ac.uk) (optional). |