

VOLUNTEERING

with the RAF Benevolent Fund



YOUR DEFINITIVE GUIDE
to what we do, who we help
and how you can help...

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WELCOME

Welcome from the Regional Fundraising Team

Thank you for downloading our volunteer pack and welcome to the Fundraising Team. In this document we will provide you with all the information you need prior to you lending your support.

There's an opportunity for you whatever your age, wherever you live and you'll get something back too: the chance to meet people, experience new things, see new places and make that all important difference.

We will inform you who your Regional Fundraiser is so you can get in touch and ask for any assistance you require, where the money you raise will go, specific Volunteer duties and the dates of some of the events you can get involved with this year. Finally we have included a Volunteer Policy and Statement for you to read and sign.

We hope you find this information helpful and if you have any further questions or queries please don't hesitate to contact your Regional Fundraiser.

DON'T FORGET

10 Good Reasons to Volunteer

01. To meet new people and make new friends.
02. To put spare time to good use.
03. To gain experience or learn new skills.
04. To do something enjoyable.
05. To make use of your existing skills.
06. To build confidence and take on new responsibilities.
07. To feel useful and valued.
08. To gain a sense of satisfaction and achievement.
09. To give something back.
10. To make a difference to your CV.

MEET THE TEAM

RAF Benevolent Fund
regional contact details



Scotland, Northern Ireland and North England

20 Queens Street,
Edinburgh, EH2 1JX

Contact:

Dot Aitken • t. 0131 225 6421
Dorothy.aitken@rafbf.org.uk

Regional Director

Bob Kemp

Regional Administrator

Phil Maskell



East Midlands and East of England

Block 328 West (Rm8A), RAF
Cranwell, Sleaford, NG34 8HB

Regional Fundraiser

Gemma Mahon • t. 07894 479429
gemma.mahon@rafbf.org.uk

Regional Director

Geoff Ware

Regional Administrator

Lyn Doney



Wales and West

RAF Brize Norton, Station Welfare
Facility (Bldg 539), Carterton, OX18 3UJ

Regional Fundraiser

Cerys Truman • t. 07595 657979
cerys.truman@rafbf.org.uk

Regional Director

Martin Henshaw

Regional Administrator

Fiona Yates



Head Office

12 Park Crescent,
London, W1B 1PH
• t. 02075 808343

Controller of the RAFBF

Air Marshal Sir Rob Wright



London, Home Counties and South

Room 26, Building 82, RAF Halton,
Aylesbury, Bucks, HP22 5PG

Regional Fundraiser

Rosie Gibbons • t. 07525 800138
rosie.gibbons@rafbf.org.uk

Regional Director

Paul Hewson

Regional Administrator

Bryan Kettle



RAFBF

THE HEART
OF THE RAF FAMILY

WHERE DOES THE MONEY GO & WHO DO WE HELP

YOUR RAF BENEVOLENT FUND: HOW WE'RE SUPPORTING SERVING FAMILIES

You probably know that the RAF Benevolent Fund helps veterans. But did you know about all the services we provide for the serving RAF?

- We've helped to build and equip 27 childcare centres to make childcare on stations as convenient and affordable as possible.
- We'll pay for up to 6 confidential relationship counselling sessions with Relate for any couples who need them.
- We fund fast-track, specialist benefits and money advice at Citizens Advice Bureaux nationwide.
- We're providing games areas and trained youth workers to keep your children and teenagers safely occupied on stations.
- We offer subsidised short breaks for serving families at Seacot House on the West Sussex coast.

We're also here to help personnel and their families in individual cases. This ranges from assistance with the cost of caring for children with special needs or a serious illness, to help with adapted housing for those who have been medically discharged due to injuries sustained in Service.

The help and support we receive from you through the Give As You Earn Scheme has helped us to deliver a broad range of services and will continue to help as we seek new ways to improve the morale and wellbeing of the serving RAF.

YOU GIVE. WE GIVE BACK.

AMOUNT RAISED	COULD HELP WITH OR PURCHASE
£50	<ul style="list-style-type: none"> • General Needs Grant to buy school uniform. • Provide fuel for a car or home.
£100	<ul style="list-style-type: none"> • Could be one month's Annual Maintenance Grant to provide an elderly Veteran with income top-up.
£500	<ul style="list-style-type: none"> • Purchase of white or brown goods to furnish a property for a homeless Veteran or abandoned spouse and children.
£1,000	<ul style="list-style-type: none"> • Internal redecoration of a home. • Payment of school fees for a child whose parent died whilst in service. • Purchase of a manual wheelchair.
£5,000	<ul style="list-style-type: none"> • Payment/consolidation of priority debts such as rent, council tax, mortgage arrears, utility bills. Adaptation of a home for a disabled beneficiary. Special donation to another charity.
£10,000	<ul style="list-style-type: none"> • Property repairs (double glazing, new roof, provision of a wetroom). Purchase of a stair lift.

JACQUI THOMPSON

"My husband Gary, a reservist with the RAF Regiment, was killed in Afghanistan in 2008 when his vehicle was hit by a landmine. I cannot put into words how much we love and miss him.

It was his first time in Afghanistan. He would ring us and write to us – his letters are here beside me in the bedside cabinet.

When he was killed, the RAF Benevolent Fund sent me a really nice letter saying how they could help, and a cheque to make sure we weren't in difficulty during the turmoil. I knew then that we wouldn't face losing our home.

In 2009, I decided to raise money for the RAFBF by climbing Mount Kilimanjaro. It was way out of my comfort zone, but my driving force all the way through was Gary. I wanted more people to know that, if the worst happens, the RAFBF are ready to help in any way they can."



RYAN MOORHOUSE

"I knew a bit about the Benevolent Fund, but I didn't really know how they help the serving RAF," says former SAC Ryan Moorhouse, based at RAF Honington until he took medical discharge in 2009 as a result of serious injuries sustained in Afghanistan.

Ryan has a young family: Caroline, his wife, and young son, Connor. "We had nothing to fall back on," he says.

"I'd been based at RAF Lossiemouth in Scotland before RAF Honington, so I'd taken out a car loan so I could drive down to visit my family who were living in Leeds. I was still paying it off. Someone suggested the RAF Benevolent Fund might be able to help, so I applied for a grant."

Part of the grants process involves assessing the person's needs, and the RAFBF could see that Ryan needed more than just help with his car loan. "I've got a displacement in my neck which can be quite painful and I'd been sleeping on the floor as we couldn't afford a special mattress," he says. "So the RAFBF got a special bed for me. They also gave us three months' mortgage payment and some money for Christmas presents for Connor – that was really nice. They've helped us get back on our feet. They really deserve support, because they do a lot of good work and don't shout about it."

HOW YOU CAN HELP!

We have outlined some of the ways you can volunteer below. These are the main duties we require assistance with; however, please feel free to discuss any additional or alternative ideas you have with your Regional Fundraiser. Please note that each role is flexible and may be adapted to suit your work commitments and lifestyle.

1) Collection Box Manager

We have counter collection boxes (CCBs) at each SPAR shop on RAF stations and are in the process of distributing them around local communities as well. They not only raise a surprisingly large amount of money but raise awareness as well.

We are currently looking for Volunteers to manage the distribution of CCBs both on and off RAF stations, and the counting and banking of the monies raised. You will be provided with ID cards and paying-in slips as well as your own supply of CCBs. You will be entrusted to account for every CCB you place and to build relationships with each establishment to ensure future support.

2) RAFBF Champion

The role of an RAFBF Champion is to act as an Ambassador of the Fund on your station or in your local community.

The role will include duties such as attending cheque presentations, giving presentations to help raise awareness and future support, acting as a point of contact to anyone who may require support with sponsorship or holding an event of their own, and distributing posters and leaflets in local establishments. As with all duties please feel free to shape the role so it will suit you best and fits around your daily routine to ensure you benefit from what it has to offer.

3) Support at Air Shows and Other Seasonal Events

Our busiest season runs from May to September and during this time we attend many air shows, family days, local fetes and community events. A list of some of these events for 2010 has been provided on the following page. As we are still a very small team we would love some help at these events to ensure we can cover as many as possible.

Duties on the day may include helping set up the marquee, supervising the tombola, selling merchandise, walking around the show with collection buckets and engaging with the general public. Each Volunteer will receive an RAFBF polo shirt for such events and entry will of course be free. You will have the opportunity to wander around and enjoy the show as well, of course!

4) Event Co-ordinators

During the past couple of years the newly established Fundraising team has developed a wonderful relationship with the Air Training Corps Squadrons around the country. They have pledged to raise money for the Fund this year (around £90k) and so we are building on ways in which we can help them achieve this over the year.

We would love to have some support with arranging such events. For example, a Volunteer who could liaise directly with local supermarkets and Air Training Corps Squadrons to arrange bag packs or collections at local football/rugby/cricket matches. This role may also incorporate presentations to these Squadrons, informing them about the work of the Fund.

5) Your Own Ideas

Maybe you have your own ideas as to how you would like to help. For instance you may wish to organise your own fundraising event. In this case, your Regional Fundraiser will be more than happy to provide you with all the materials you will require and to support you with PR and marketing for the event.

Don't hesitate to contact us to chat about any or all of your own ideas. We will support you all the way.

Please note that all travel, subsistence and accommodation costs will be covered by the RAFBF when you attend events with us or on our behalf.

FOLLOW US...

You can become a fan of our online groups and join our networking community on Facebook & Twitter.

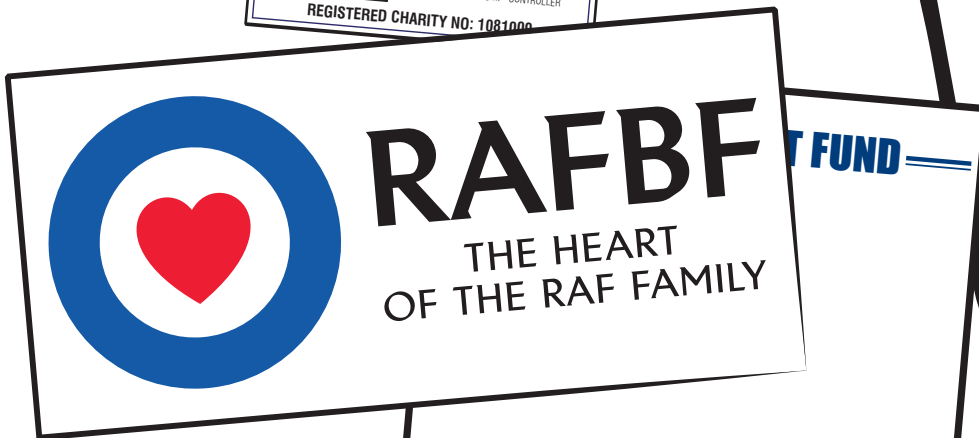
It's an easy way to keep in touch and shout about your achievements as well as a fantastic way to meet other Volunteers for the RAFBF



HOW WE CAN HELP YOU...

When volunteering for the RAFBF you can be assured that your Regional Fundraiser will provide you with all the support and materials you require. These can range from T-shirts and stickers to posters and press releases. Your Regional Fundraiser can also help you make contact with the relevant Personnel on RAF stations as well as initiate contact with corporate sponsors. All you have to do is ask!

As well as helping you with your volunteer duties we will also ensure your efforts are recognised accordingly. Whether that's a letter to your Boss, a free ticket to an event or a certificate for your wall, just let us know! Please note that all travel, accommodation and subsistence will be paid for by the Fund when you volunteer for us at events so do make sure you ask your Regional Fundraiser for the relevant forms to fill in.



Heartfelt Thanks



VOLUNTEER REGISTRATION FORM

To enable us to manage our volunteers better and to increase accuracy of information, we require each volunteer to register initially and every 12 months by completing this Volunteer Registration form (VR Form 1).

The Appointing Officer should ensure that this form is completed and sent with the CRB disclosure form and the appropriate Disclosure ID documentation to HR.

Name of Volunteer: _____

Home Address: _____

Date of Birth: _____

National Insurance Number: _____

Service/Department Code: _____

Service/Department Address: _____

Appointing Officer: _____

Date of Registration: _____

Re-registration due on: _____

Nature of Duties/Summary: _____

For payroll purposes Volunteers are required to give bank details if they wish to be reimbursed for eligible and agreed expenses.

Bank/Building Society Name: _____

Bank/Building Society Address: _____

Account Name: _____

Sort Code: _____

Account Number: _____

1. I agree to inform the Fund's payroll manager of changes to my bank/building society.

2. I agree to work as a volunteer for the Fund on an unpaid basis. I also agree that this is not a contract of employment and that I do not have the rights of or status as an employee of the Fund.

Volunteer Signature: _____ **Date:** _____

Name [IN BLOCKS]: _____

Checked/Authorised (Signed by): _____ **Date:** _____

Name [IN BLOCKS]: _____