

FELIX FUND

THE BOMB DISPOSAL CHARITY

FELIX FUND VOLUNTEER GUIDE



THE BOMB DISPOSAL CHARITY FOR THE
ENTIRE EOD & SEARCH COMMUNITY

Welcome

Thank you for deciding to volunteer for Felix Fund – the bomb disposal charity.

As a very small charity with limited resources, we rely on volunteers across the country to raise money and awareness locally which enables us to help serving personnel, veterans and their dependent family members from across the EOD & Search communities.

We aim to make sure all volunteers are valued and proud to be part of Felix Fund. This handbook will explain what you need to know about volunteering with us.

For further information, or to have a chat, please contact me on 07713 752901 or email enquiries@felixfund.org.uk

Thank you for your support.



Melanie Moughton
Chief Executive



About Us

Felix Fund – the bomb disposal charity is here to help any military from across all three services and SO15 (Metropolitan Police Counter Terrorism Unit) personnel who have conducted or assisted with Explosive Ordnance Disposal (EOD) and Search duties. We provide welfare support and financial assistance to serving personnel, veterans and their dependents.

Who We Are

Melanie Moughton – CEO
melanie@felixfund.org.uk

Hayley Paintin – Fundraising Assistant
hayley@felixfund.org.uk

Elaine Fisher – Volunteer Treasurer

Col Karl Frankland
late RLC - Chairman

Col Daniel Reyland
late RLC - Trustee

(Retd) Brig Gareth Collett
CBE late RLC - Trustee

Cdr Alan Nekrews
QGM RN - Trustee

WO1 RSM Tom Kowalewski
RE - Trustee

Sgt Kenny Scott RE
- Trustee

Mr David Hunkin OBE
- Trustee

Brig Adam McRae MBE
late RLC – Ambassador

Andy Torbet
- Patron

Adnan Sarwar
- Patron

Our Values

Felix Fund believes strongly in:

- Supporting and recognising the work of all armed forces.
- The need to provide effective support for serving and former EOD & Search operatives when they are in need.
- Ensuring all those within the remit of the charity's objectives are aware of the help we provide.

Charitable Objectives

The purposes of the charity are:

- To provide financial assistance and welfare support to serving and former EOD operatives, plus any military or SO15 personnel who assist them in their duties, during times of need through such charitable means as the trustees deem fit.
- To provide financial assistance and welfare support to the families and dependants of EOD personnel who have lost their lives or been injured in the line of duty and for those who have fallen on hard times, through such charitable means as the trustees deem fit.
- To promote well-being within the EOD community by supporting appropriate welfare activities through such charitable means as the trustees deem fit.
- To commemorate and sustain the memories of the sacrifices made by EOD personnel who have lost their lives in the course of their work.

Our Volunteers

We have a small group of regular volunteers in the UK, but aim to build on this, which will help raise funds and promote awareness.

Volunteers get involved for any number of reasons. Some want to support the work of Felix Fund because they or a friend / family member has or is still serving. Meanwhile some want to give back to a charity that has helped them and some simply want to develop new skills or meet new people.

The Role of a Volunteer

- To help the charity fulfil its role in supporting bomb disposal experts and their families.
- To perform your volunteering role to the best of your ability.
- To follow the organisations procedures and standards including health & safety and equal opportunities, in relation to its staff, volunteers and clients.
- To maintain the confidential information of the organisation and of the people it helps.
- To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible.
- To obtain a DBS (Disclosure & Barring Service) check.

Tasks include:

- Use of local contacts to raise awareness and funds through event sponsorship and collection tins in prominent locations, such as:
 - Pubs
 - Clubs and other organisations
 - Local businesses
 - Media
 - Schools and Colleges
- Management of collection tins, so they are distributed locally and maintained i.e. emptied when necessary and the money sent into Head Office. Also provide new seals once they have been emptied.
- Co-ordinate local fundraising activities. Organise your own or assist others.
- Inform Head Office of all events so that they can be promoted on the website, social media and in the quarterly e-newsletter.
- Promote the Felix Fund's national fundraising campaigns and events.

Code of Conduct

What you can expect from Felix Fund:

- Always treat you with respect, consideration and appreciation.
- Ensure you have a clear idea of your responsibilities.
- Give you information about any training and support available.
- Provide you with support through regular meetings or discussions.
- Offer you fair, honest and timely feedback on your work.
- Update you on how your work has made a difference.

What Felix Fund can expect from you:

- Always treat Felix Fund staff, trustees and other volunteers with respect, consideration and appreciation.
- Act in a professional way whenever you represent the Felix Fund in public.
- Act in a way that does not discriminate against or exclude anyone.
- Provide as much notice as possible if you are unable to fulfil your volunteering commitments.
- Abide by Felix Fund's Safeguarding, Health & Safety and Privacy policies at all times when acting on behalf of the charity.

Essential Information

Expenses

Felix Fund will reimburse volunteers for any reasonable out-of-pocket expenses (to be agreed in advance.) Tickets and receipts must be provided. It remains the decision of the volunteer as to whether they want to claim expenses.

Gifts

Giving or receiving gifts may give the impression of favouritism and could raise expectations of the level of support you can provide in your role. As such, we ask that volunteers do not give or receive personal gifts to or from staff or anyone receiving support from Felix Fund.

Gift Aid

Making a donation is an ideal way of supporting Felix Fund. In addition, using Gift Aid will increase the value of every donation by 25 pence for every £1. Please note that Gift Aid can only be claimed on donations made by UK tax payers. Gift Aid cannot be claimed on auction lots purchased or other occasions where an individual has received something in return for their money. More information about Gift Aid can be found at www.gov.uk/donating-to-charity.

Health & Safety

Felix Fund is committed to looking after the health, safety and well-being of all our staff and volunteers. Any activities carried out on a voluntary basis are covered by the same health & safety legislative requirements as those carried out by employees. It is therefore important that you understand and accept your personal responsibility towards promoting and maintaining health & safety standards in order to provide a safe working environment for all.

It is important that you:

- Carry out your duties without endangering either your own health and safety, or that of colleagues, third parties and the general public.
- Comply with all relevant instructions and procedures relating to safety and follow guidance provided by Felix Fund.
- Inform Head Office of any personal health & safety requirements that you have. A full copy of the Health & Safety Policy is available from head office upon request.

Safeguarding

Felix Fund is committed to pro-actively safeguarding children, young people and vulnerable adults with whom trustees, staff or volunteers, come into contact, during fundraising or welfare activities. Examples of charity activities in which staff may encounter children or vulnerable adults, include school visits, community sports projects and national or regional events.

The welfare and safety of the person at risk is paramount. All vulnerable people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse. Some of our beneficiaries and supporters are additionally at risk because of the impact of previous experiences, their level of dependency, communication need or other issues.

The charity takes all reasonable care to protect its beneficiaries and supporters and complies with the Institute of Fundraising guidance on treating donors fairly. Felix Fund will never exploit vulnerability and will do everything it can to ensure that potential donors are able to make an informed decision about the support they choose to give. The charity is committed to the promotion of equality of opportunity. Our Equality and Diversity Policy aims to eliminate all forms of unlawful and unfair discrimination, both direct and indirect, from its employment practices.

Boundaries

Clear boundaries are important for staff, volunteers and those we help. They enable us to carry out a service according to agreed expectations and ensures that everyone receives the same quality of service. We realise that staff and volunteers may sometimes have contact with clients in a personal capacity – as friends, family or colleagues. In this situation, please take care to avoid any apparent conflict of interest.

Confidentiality

Volunteers must maintain confidentiality during their time with Felix Fund. For this reason, when you complete an application form you are also signing a confidentiality declaration. This means that confidential information about people we support, volunteers, Felix Fund employees and our work is kept private, unless sharing this information is required by law.

DBS Checks

The Charity Commission recommends that all volunteers get a Disclosure & Barring Service (DBS, formerly the Criminal Records Bureau) check. Unfortunately, Felix Fund is too small to organise this, so volunteers will be responsible for ensuring the check is completed. Confirmation will be required. DBS checks are free for volunteers. Visit www.gov.uk/disclosure-barring-service-check.

Insurance

All events organised by Felix Fund Head Office are covered by the charity's Public Liability Insurance. Events organised by volunteers on behalf of Felix Fund are done so 'at your own risk'. The charity cannot be held responsible for injuries, damage etc. A risk assessment should be carried out in advance of any event and a copy of this form can be found at the end of this guide.

If you have a particular event you wish to hold and require insurance coverage please contact Melanie Moughton to discuss further.

Dealing with Complaints

Dealing with complaints can be difficult, but they can give us a positive opportunity to improve how we do things. A complaint is defined as a 'statement of dissatisfaction'. Felix Fund has a complaint procedure. If you wish to make a complaint or receive one from a third party, please inform the Chief Executive as soon as possible on **07713 752901** or email melanie@felixfund.org.uk.

A full copy of the Complaints Procedure is available from head office.

Thank you for your support

All of our volunteers are really important to us, so thank you for giving your time to support our worthwhile cause.

Contact Us

For more information about anything relating to Felix Fund please contact:

Melanie Moughton at melanie@felixfund.org.uk or call **07713 752901**. Alternatively, you can write to:

Felix Fund
Vauxhall Barracks
Foxhall Road
Didcot
Oxon OX11 7ES

Web: www.felixfund.org.uk

You can also follow us on Facebook, Twitter and Instagram.



A-Z of Fundraising Ideas

There is almost no limit to what people can do to fundraise – big or small, there is something to suit everyone of all ages and abilities. Here are some ideas to get you started.

A	Auction Arts & Crafts Fair Abseil Afternoon Tea	N	Non-Uniform Day Night Time Walk
B	Big Blast Bangers & Bacon Butties Bike Ride Bungee Jump Big Swim BBQ	O	Obstacle Course Open Gardens Opera Night
C	Cake Sale Colour in Felix Competition Concert Curry Night Cycle Car Boot Sale Car wash	P	Photo Competition Pub Quiz Paintballing Picnic in The Park
D	Dress-down Day Disco Dance-athon Doggie Day Out Duck Race	Q	Quizzes Quit Something
E	Easter Egg Hunt Expeditions Expert Talk	R	Raffle Rugby Match Race Night Row-athon
F	Film Night Fun Run Fashion Show Football Match Fire Walk	S	Spin-athon Swimming Gala Supper Sky Dive Sports Day
G	Give It Up Garden Party Go Karting	T	Treasure Hunt Talent Show Tombolla Triathlon Tough Mudder Trek Teddy Bears Picnic Tug of War
H	Halloween Party Heads and Tails Heroes Ball	U	Ultra Run University Challenge
I	It's a Knockout Individual Gifts Ice Cream, Popcorn & Cinema Iron Man	V	Variety Show Vehicle Rally Virtual Challenge
J	Jumble Sale Jailbreak Jewellery Sale	W	Walk Wine Tasting Whiskey Raffle
K	Karaoke Evening Knitting	X	Xmas Hampers Xmas Jumper Day
L	Lottery Loud Tie Day Ladies Who Lunch	Y	Yoga Marathon Youth Club Disco
M	Matched Giving Musical Evening Marathons	Z	Zumba Zany Event

RISK ASSESSMENT

EVENT:	ORGANISER:	DATE:
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LIST OF POSSIBLE RISKS:	LIKELIHOOD H M L	IMPACT H M L	ACTION TAKEN TO AVOID RISK	PERSON RESPONSIBLE	REVIEWED LEVEL OF RISK H M L

Signature of Event Organiser:

Date:

* This form is for your own use and its completion does not cover you under the charity's Public Liability Insurance.