



Partnership form

If this form is filled in digitally (which is preferred) all boxes will expand automatically

Partner	<i>Summary details of the partner</i>
Partner name	
Partner location	
Partner description	
Individuals Support	<i>Where individual volunteers are needed</i>
Please list the gifts/skills which could be used by your organisation	
Responsible person	<i>The main contact for the project. Needs to be able to communicate well in written and spoken English and respond within 48 hours</i>
Name	
Email address	
Phone number	
Address	
Accommodation	<i>Either in a guesthouse or in a house/apartment in the community. Must include room for sole use of volunteer(s) and provision of food and either filtered or bottled water. The cost of this should be covered by the partner organisation</i>
Name of host	
Address of house	
What bathroom facilities	
Getting to the project	<i>How would a volunteer arrive at the project?</i>
Nearest airport	
How would volunteer get from airport to project	
What would the cost be for this transfer	

Pastoral care	<i>A person should be nominated who has good spoken English and will look after the well-being of the volunteer - physical, mental, emotional and spiritual.</i>
Name	
Email address	
Phone number	
Church	<i>It is assumed the volunteer will want to worship at a local church.</i>
Name	
Describe style of worship	
Time of services	
Length of services	
Language of worship	
Translator available	
Would the volunteer be expected to take part in any way? If so what?	
Personal well-being	<i>If the volunteer is unwell or injured where can they get help? What safety risks are there and how can these be minimised? How will the volunteer travel around?</i>
Name of nearest medical facility	
Location of nearest hospital	
Any particular dangers/safety considerations.	
How will volunteer get between accommodation and project?	
How will volunteer get around generally	
Leisure activities	
Safeguarding	<i>Ensuring the safety and wellbeing of those we work with – especially children and vulnerable adults</i>
Do you as an organisation have a safeguarding policy?	

<p>If not, what do you do to ensure the safety and wellbeing of children and vulnerable adults you work with?</p>	
<p>Insurance</p>	<p><i>We need to understand what insurance you hold as an organisation. In each case please give details.</i></p>
<p>What public liability insurance do you hold?</p>	
<p>What employers (including volunteers) insurance do you hold as an organisation?</p>	
<p>Do you hold any other insurance which might be relevant to our partnership?</p>	