

Form Name: Volunteer Request Form "Wave 2a" December 2016 to February 2017
 Submission Time: November 17, 2016 9:36 am
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Project Planning Lead	Hannah Williams Walton
Project Planning Lead email	hannah.williamswalton@hull2017.co.uk
Project Planning Lead phone number	07791329700
Project title	Look Up - Installation 1
Project description	<p>First installation for Look Up in Queen Victoria Square.</p> <p>Look Up is a year-long programme of artists' works made specifically for Hull's public places and spaces. Designed to challenge people's perceptions of Hull and offer different ways to experience the city.</p> <p>Look Up will present a series of new artworks to intrigue and inspire throughout 2017, created in partnership with organisations including The Deep, GF Smith and Royal Institute of British Architects (RIBA). Featured artists include: Nayan Kulkarni, Bob and Roberta Smith, Michael Pinsky, Tania Kovats, Claire Barber, Sarah Daniels and Claire Morgan.</p>
Project start date	Jan 08, 2017
Project end date	Apr 30, 2017
How many different models of volunteering shifts are you requesting?	2

Shift model 1

Shift date	Jan 08, 2017
Shift start time	10:00 AM
Shift end time	01:00 PM
Shift location	Queen Victoria Square
Project Delivery Lead	Hannah Williams Walton
Project Delivery Lead email address	hannah.williamswalton@hull2017.co.uk
Project Delivery Lead phone number	07791329700
What type of job(s) will the volunteers be doing during this shift?	Welcome & Host
Welcome & Host roles	Visitor Information
How many Visitor Information volunteers will you need?	4
Total volunteer workforce requested	4
Critical volunteer workforce number	4
Volunteer accreditation requirements	N/A
Do volunteers need any specialist training for this shift?	Yes
Please give more information about the training required for this shift, including date(s), provider(s) and venue(s).	Artist briefing 5 Jan 2017 3pm and 7pm. Please see below for full details.

Do volunteers need any specialist equipment for this shift?	No
Where is the volunteer meeting point for this shift?	Queen Victoria Square - by the information board by installation. (The installation will be very visible and easy to find)
Meeting point accessibility notes	Fully Accessible
Do you need sustenance packs for this shift?	No
Please detail how many other shifts follow this model, including their dates/times and any other small changes for each, eg different Project Delivery Lead name/email/phone number. Be as clear as you can.	<p>8th to the 15th Jan 22th + 23rd Jan 28th + 29th Jan</p> <p>4th + 5th Feb 11th + 12th Feb 18th + 19th Feb 25th + 26th Feb</p> <p>4th + 5th March 11th + 12th March 18th + 19th March 25th + 26th March</p> <p>1st + 2nd April 8th + 9th April 15th + 16th April 22nd + 23rd April 29th + 30th April (TBC)</p>
Do you have any other notes about this shift?	<p>We imagine it will be very cold weather at this time of the year and the shift is outside so volunteers should wrap up warm.</p> <p>Tea and coffee will need to be provided. This might be better if it was vouchers.</p> <p>In terms of bathrooms - Ferens will be open and we will ask them if we can use their bathrooms.</p> <p>We are hoping that the volunteer lead at the POD will be also briefing these volunteers this is not yet confirmed.</p> <p>There will be two briefings about the artwork on Thursday 5th at 3pm and 7pm. Volunteers need to attend one of the briefings.</p>

Shift model 2

Shift date	Jan 08, 2017
Shift start time	12:30 PM
Shift end time	03:30 PM
Shift location	Same
Project Delivery Lead	Same Same
Project Delivery Lead email address	Same@hull2017.co.uk

Project Delivery Lead phone number	07791329700
What type of job(s) will the volunteers be doing during this shift?	Welcome & Host
Welcome & Host roles	Visitor Information
How many Visitor Information volunteers will you need?	4

Shift model 3

Shift 4

Shift 5

Shift 6

Do volunteers need any specialist training for this shift?	Yes
Please give more information about the training required for this shift, including date(s), provider(s) and venue(s).	Same
Do volunteers need any specialist equipment for this shift?	No
Do you need sustenance packs for this shift?	No

Shift 7

Shift 8

Shift 9

Shift 10

Further information

Are there any critical messages volunteers should be aware of if they are involved with this project?	There will be two briefings about the artwork on Thursday 5th at 3pm and 7pm. Volunteers need to attend one of the briefings. The shift is outside in Queen Victoria Square.
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Duty of care considerations	<p>The shift is outdoors during Jan- April we imagine it will be very cold.</p> <p>Tea and coffee or vouchers for it should be provided to keep them warm.</p>
What project safeguarding is required?	If we have under 18s they need to be in 3s. Which means the groups of 4 people will have to stay together.
Monitoring and evaluation: how could this project be used to capture volunteer data?	Needs to be discussed further.
Total number of volunteers requested, across all shifts	4