



# Memorial gardens renovation

Project Manager: Jacqui  
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## HELLO AND THANK YOU SO MUCH FOR YOUR INTEREST IN HELPING THIS LOVELY RENEWAL PROJECT ON A SPECIAL ANNIVERSARY

This is a voluntary community gardening project and there is no payment, or allowance for personal expenses arising from participation. Neither we nor you intend any contract: all participation is on a purely goodwill basis for the benefit of all who honour the War Memorial, Remembrance and take pride in the appearance of Dorking town.

We hope you will enjoy being part our 'Volunteer Reserve' and coming on active service with us in this renovation 'blitz'. You may want to do several sessions if the tasks suit you, but there is no obligation to do so. All we ask is that you commit to turn up as arranged because we depend on each session to make rapid progress before summer and get our little plants established in good time. If absence is unavoidable, please let us know with some notice so that we can try to fill your place.

We will provide you with basic safety wear but please remember your responsibility to use it. We have insurance, but neither we nor you want to need it. You will have assigned tasks, please follow instructions for coordination and safe working.

You will provide your own work boots or similar appropriate footwear for the tasks you undertake. We can provide tools, but if you use your own at your own risk, every penny we don't spend on tools can go on the beautification.

### Privacy and communication

Our funding requires us to demonstrate the participation and work done, so it will help us tell the story of success to have photos of volunteer teams and their achievements. These may also be used on MVDC publicity and our web page. We ask for your consent to include your image, and possibly a first name. If you have reservations please feel free to discuss with us, and we can of course blur photos selectively to protect identity.

We will keep manual records of volunteers' names, phone numbers, ICE contact, and where you heard about the project (including perhaps being a member or client of an organisation), and any relevant information collected from our phone intake interview. We will have a session Attendance Register on site to sign in and out.

### EDI –Equality, diversity and inclusion

Volunteers of many kinds will be welcome and participation depends on treating others with respect.

To enable us to demonstrate our inclusion of diverse backgrounds, we will ask you to fill in an anonymous form about your characteristics. Please bring it along when you come to your first session.

We will also invite you to feedback about your experience of taking part.

Our email is: [gardenrenew@circulardorking.co.uk](mailto:gardenrenew@circulardorking.co.uk), the project mobile is TBC. We may also use a closed Whatsapp group to arrange session teams.

Please feel free to ask if you have any questions. If you're ready to go ahead:

I, [name in caps]\_\_\_\_\_

accept the above arrangements and want to volunteer

Signed \_\_\_\_\_ Date \_\_\_\_\_ 2025

*We look forward to some fun, some outdoor exercise in friendly company, and a lasting legacy.*



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