



Promoting  
bone marrow &  
**blood donation**

## Volunteer Handbook

**ACLT**

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# Contents

|                                    |           |
|------------------------------------|-----------|
| <b>INTRODUCTION .....</b>          | <b>4</b>  |
| <b>ABOUT US.....</b>               | <b>5</b>  |
| <b>VOLUNTEERING WITH US .....</b>  | <b>5</b>  |
| <b>MANAGING EXPECTATIONS .....</b> | <b>9</b>  |
| <b>CONTACT US .....</b>            | <b>10</b> |

## INTRODUCTION

Thank you for choosing to volunteer with the ACLT (African Caribbean Leukaemia Trust) to help to transform and save lives.

Volunteers have been at the heart of the charity since its formation in 1996. As a volunteer, you will be part of a team of staff and volunteers working together to enable the ACLT to achieve its goals. Your contribution, dedication and commitment are vital to our growth.

By giving your time as a volunteer for the ACLT, you really could save somebody's life. It only takes one matching donor recruited at a registration drive to make the difference between life and death for a leukaemia, blood related cancer patient or someone in need of an organ transplant.

This handbook will introduce you to the ACLT, explain the type of volunteering activities available and the expectations of all volunteers.

Once again thank you for deciding to make a difference.



Beverley De-Gale OBE  
Co-founder, Director of Operations



## ABOUT US

The ACLT is an independent charity based in the UK which strives to provide a life line to those suffering from blood related cancers such as leukaemia and other life threatening disorders. Beverley De-Gale and Orin Lewis, the parents of former Leukaemia sufferer Daniel De-Gale, established the African Caribbean Leukaemia Trust (ACLT) in June 1996.

Our mission is to raise awareness on stem cell, blood and organ donation with a particular focus on the Black and Mixed race communities. This is due to the severe lack of individuals signed up to the registers from these communities.



*Global Radio Registration Drive; Leicester Square, London; March 2015*

We do this by setting up and running bone marrow, blood and organ donor recruitment drives in conjunction with Delete Blood Cancer UK, Anthony Nolan and NHS Blood & Transplant.

Throughout the years we've saved the lives of over 60 individuals and inspired many, many more who previously hadn't considered becoming a life saving donor to do just that. To give another individual a second chance in life by doing something amazing.

## VOLUNTEERING WITH US

As a volunteer, there will be opportunities to take on various roles,

### **Office Support**

Come join us in our office in Thornton Heath and get stuck in with the various tasks such as data entry, telephone calls, attend meetings, meet patients and supporters of the charity.

### **Event Fundraising**

Public donations are vital to the ACLT. We attend lots of different events including concerts, comedy shows, and festivals, raising an average of £800 per event.

### **Registration Drive Support**

ACLT raised awareness and/or registered potential donors at more than 100 venues in 2014 including universities, colleges, schools, workplaces, concerts, shopping centres, shows, community events, places of worship and drop ins to the ACLT office. It is an amazing feeling at the end of a registration drive to know that you may have made a real difference to so many lives.

### **Counsellor**

Training is provided to all volunteers on how to assist members of the public to complete the registration forms; including answering any questions they may have about joining the register.

### **Public Speaker**

On occasion there will be opportunities to address an audience about the work of ACLT. Who better to hear it from than one of our wonderful volunteers?

### **Project Coordinator**

From time to time we start or participate in various projects. If you have an idea for a project or would like to get involved with a project, you can get the opportunity to work alongside one of our staff members to coordinate and execute it.

We encourage everyone to get involved as much as they would like to.

## **Volunteer Stories**

Of course, the best way to find out about volunteering for the ACLT is to read about the experiences of those who have already done it!

**Verna:** I became a volunteer with the ACLT after seeing the Daniel De-Gale appeal on BBC Magazine programme "Black Britain". My original thought was that I would be doing something useful and giving something to my "community". That was in 1996, now I can say that in giving my time to the ACLT, I am the one who has gained more from this experience. I now have the confidence to speak publicly, dealing

with new situations and people. The best part of volunteering is the wonderful friends I have made within the “ACLT family”, the volunteers.



I initially heard about the ACLT through media campaigns and recruitment drives. I have been a volunteer with other charities but I was drawn specifically to the ACLT as they are London based, aimed at the African /Caribbean community and I could see the actual effects of the work they are doing. When I first volunteered, I did not know anyone with a blood related cancer but in recent years, some friends have been diagnosed, which has made me more passionate about being involved - **Melissa Smith**

**Simon:** I volunteer my time in memory of my late daughter Simone, whose life was cut short for want of a bone marrow donor. There is nothing like the buzz you get from even one person joining the register and knowing that person could be a potential match for someone out there. You also get to meet a lot of cool people amongst the volunteers some of which lasting friendships are made and lots of laughs had, beats pushing a shopping trolley down the aisle at Sainsbury on Saturday afternoon.



After receiving the all clear from leukaemia in 2004, my desire was to volunteer with a charity and support others going through this illness. ACLT is such a wonderful extended family and volunteering with them over the years has been a delightful, learning and rewarding experience. Their love, dedication and passion to support and assist others go far beyond any expectation - **Orchid Spencer**

**Janet:** I volunteered with the ACLT because I realised the importance of increasing the numbers for the UK Bone marrow register. I think it is shocking that in the 21st century so many people die of blood related diseases because they are unable to find a match but even worse that there are not enough people registered to search from. Working with the ACLT you quickly realise the task ahead is mammoth; nevertheless everyone keeps smiling and works hard like a family towards the same goal!



I heard about ACLT when I attended a show at Hackney Empire and ACLT was fundraising and Orin gave a presentation in 2011. My aunt recently passed away from cancer and it really inspired me to become a regular blood donor as well as being on both the bone marrow and organ donation registers. I wish I could have done something to save my own aunt, but by being a donor I may be able to save someone else. I volunteer for this reason, because we never know when we or someone we love may need bone marrow, blood or a particular organ so the more people we can encourage to join the register the more chance we have of helping people survive - **Ria Herbert**

## Communication

We primarily communicate with our volunteers by email, although on occasion we may contact you in other ways

As new volunteering opportunities arise we send our volunteers an email outlining these. A response is only required if you are able to attend.

We also send our volunteers our newsletters and special announcements to make sure they are up to date with the ongoing work of the charity in between their volunteering attendance.

## Expenses

Although we have a large profile ACLT are relatively small in size. Our funds are limited and this problem has generally prevented us from being able to cover all travel expenses across the board to and from our events. However, to enable volunteers who do need their travel covered to allow them to participate we can reimburse travel upon request.

Our general rules on reimbursing expenses are

1. Travel expenses must be within your local area, unless agreed in advance
2. The charity will only cover travel costs relevant to the volunteering activity
3. Petrol costs can be reimbursed at a rate of 25p per mile
4. Fines and penalties will **not** be reimbursed
5. You must provide a receipt detailing your journey (i.e. Oyster card users should provide a copy of their journey history. Car users must provide a copy of their mileage calculated using AA Mileage calculator)
6. Meals and drinks will be provided for full day events

Full details of the expenses covered are outlined in our volunteer expenses policy, available on request.

## **MANAGING EXPECTATIONS**

One of the objectives of the ACLT is to nurture and support all our volunteers. To this end, we will provide training and support (as required) to enable the effective use of your time and resources.

Our ethos is to stimulate open communication, receive and provide feedback on all aspects of our work. We are committed to the vision and mission of the ACLT and invite you to contribute, participate and join our Team.

Together we will:

- Always treat ACLT staff, supporters and fellow volunteers with respect consideration and appreciation
- Offer compassion and sensitivity at all times
- Conduct ourselves professionally and with dignity whenever representing ACLT
- Be committed and dedicated as an active member of the ACLT Team
- Commit to a minimum of 5 events per year
- Provide as much notice as possible if you are unable to fulfil your volunteering commitment
- Deliver within agreed timelines
- Be contactable, and respond to contact within a reasonable timeframe
- Honour our promises and responsibilities to the best of our abilities

Thank you for offering your services and welcome to our team, please complete the Volunteer Registration form which will also give us additional information regarding your skills and talents.

## CONTACT US

### Staff:

|   |  |               |
|---|--|---------------|
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