



Noah's Ark Children's Hospice
The Ark
Byng Road
Barnet
EN5 4NP
Tel : 020 8449 8877

Family and Volunteer Shopping Agreement

This agreement sets out our approach to volunteers handling money for families for the sole purpose of purchasing items from the family shopping list.

The agreement allows only the **agreed volunteer** to handle cash for the family, for the outlined purpose of purchasing shopping at a pre-arranged time and date.

Exchange of shopping list, money and groceries MUST be on the doorstep of family home. Maintaining two metres of distance between one another and using hand sanitiser before and after exchange of items is essential.

****If picking up prescription, paper bag with medication inside will be delivered to doorstep sealed****

Family Responsibilities:

- The family will be **responsible for issuing a shopping list of essential items and groceries and up to £50 cash** to volunteer.
- Family advised to wipe down items before storing in their home.

Home Support Volunteer Manager Responsibilities

- The Home Support Manager will need to agree that money and list can be issued to the volunteer and be satisfied that all parties have read, signed and understood the Shopping Agreement.
- The Home Support Manager is responsible for confirming all parameters regarding the giving money to volunteer and returning change to the family.

Volunteer Responsibilities

- Volunteer must print out agreement, read and sign it. Then ask family to read and sign it on handover of money.
- Any money provided by the family becomes the responsibility of volunteer on handover. Volunteer must keep money in a safe and secure place.
- After shopping volunteer must **take photo of receipt – noting down change amount below.**
- On return to the home, volunteer must handover change, purchased items and receipt to family. Volunteer must **ask family to sign below to confirm they received the correct change.**

Important phone numbers:

- Volunteer should ensure they are familiar with Noah's Ark contact details (**020 8449 8877**) and out of hours number (**020 3994 4135**). Home Support Volunteer Manager number - **07850 795 552**.

Receiving money

Upon receipt of money, both parties (the volunteer and the family) are required to sign the agreement below.

First Name of Volunteer:

Signature of Volunteer:

Date of signature:

Name of family member issuing Money:

Signature of family member issuing Money:

Date of signature:

Returning change (TO BE COMPLETE AT THE END OF shopping visit)

Upon returning change, both parties (the volunteer and the family) are required to sign the agreement below as confirmation that the correct change has been returned.

Amount of Change (£):

First Name of Volunteer:

Signature of key Volunteer:

Date of signature:

Name of family member:

Signature of family member:

Date of signature: