Volunteering with Neuk

Easy Read information for volunteers

NEUK

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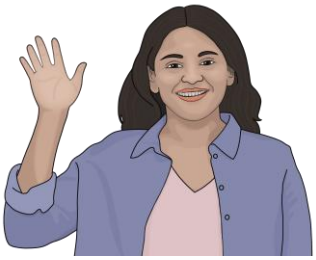

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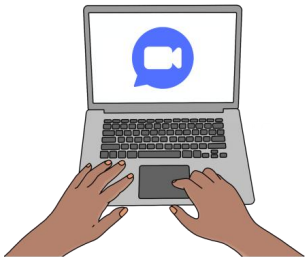

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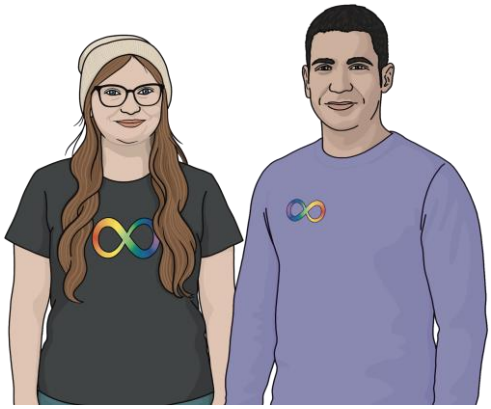
About Neuk

Neuk is a community for **neurodivergent** artists and creative people.

Neurodivergent means people whose brains work in different ways.



For example, people who are

- autistic
- ADHD
- dyslexic
- or are neurodivergent in a different way.

We help people:

- meet other people
- make and share art
- take part in groups and events
- feel part of a community.

Thank you for helping us by becoming a volunteer.

Volunteers at Neuk

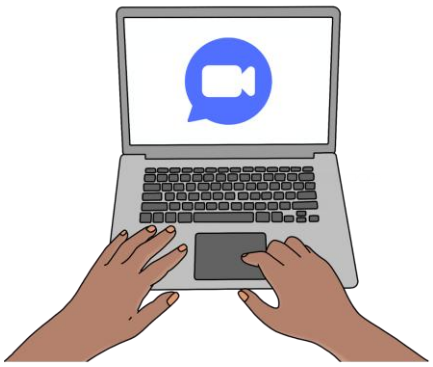
Volunteers help with Neuk's work.

Volunteers are people who give their time to help.

They are not paid a wage.

You will have your own volunteer role.

Before you start



You will have an online meeting with our **Volunteer Coordinator**.

The **Volunteer Coordinator** is the person who supports volunteers.

At the meeting, we will talk about how you would like to volunteer.

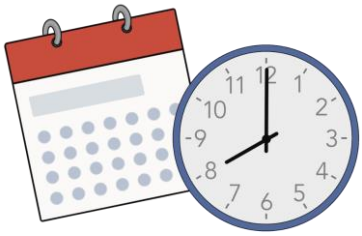
We will make a plan together.

Information about your role

We will give you information about your volunteer role.

This will tell you:

- what you will do



- when you will do it

- who to ask for help

Ask us if anything is not clear.

Help to take part

We want volunteering to work well for you. Tell us if you need help to take part.

For example, you may need:

- meetings to talk through information

- equipment to help you take part

- help with travel

When you meet the Volunteer Coordinator, she will ask you what help you need.

Getting support

The Volunteer Coordinator is here to support you. You can contact her if:

- you have a question
- you need help
- something has gone wrong
- you want to change your role
- you want to stop volunteering

It is always okay to ask for help.

If you cannot volunteer

Sometimes you may be ill, tired or unable to come.

Tell us as soon as you can.

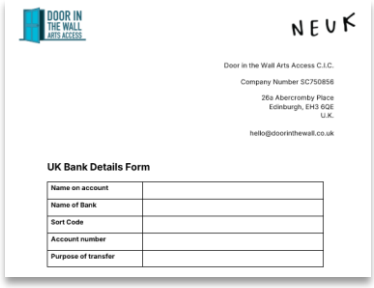
This gives us time to make another plan.

You do not have to volunteer when you are unwell.

Volunteer expenses

£10

You can claim volunteer expenses of up to 10 pounds each month, without a receipt.



DOOR IN THE WALL ARTS ACCESS

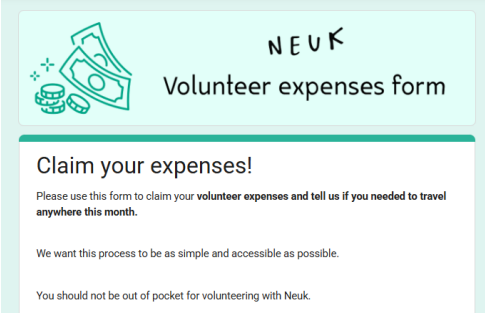
NEUK

Door in the Wall Arts Access C.I.C.
Company Number SC750856
26a Abercromby Place
Edinburgh, EH3 6QE
U.K.
hello@doorinthewall.co.uk

UK Bank Details Form

Name on account	
Name of Bank	
Sort Code	
Account number	
Purpose of transfer	

We will need your bank details so we can pay you.



NEUK

Volunteer expenses form

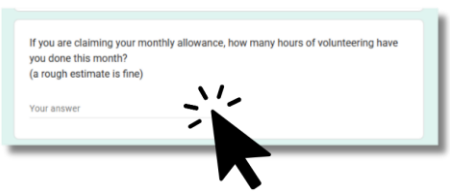
Claim your expenses!

Please use this form to claim your **volunteer expenses and tell us if you needed to travel anywhere this month.**

We want this process to be as simple and accessible as possible.

You should not be out of pocket for volunteering with Neuk.

The Volunteer Coordinator can show you how to claim your expenses.



If you are claiming your monthly allowance, how many hours of volunteering have you done this month?
(a rough estimate is fine)

Your answer

When you claim your expenses, please tell us how many hours you volunteered for that month.

Contact us

Jo Young – Volunteer Coordinator

You can always ask Jo if you have questions about volunteering.

Email:

volunteers@doorinthewall.co.uk

Phone: **07585 822616**

Anna Whealing – Neuk Local Coordinator

If you have questions about Neuk Local, you can ask Anna.

Email:

anna@doorinthewall.co.uk

Phone: **07741437525**

Tzipporah Johnston – Director

You can contact Tzipporah if you are worried about something that happens while you are volunteering.

You can also contact Tzipporah if you are worried about another person.

Email:

tzipporah@doorinthewall.co.uk

Phone: **07305853884**