

Education Volunteer

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| Sign In Sheet | Please ask all attendees to sign in and state whether they would like a Certificate of Attendance and consent to receive further information. After the event email the form to [volunteering@pspassociation.org.uk](mailto:volunteering@pspassociation.org.uk) or post back to head office. PSPA will then email out certificates and log the number of attendees on the database to enable PSPA to measure the impact of this service. |
| Certificate of Attendance | Emailed or posted to attendees at their request by head office. |
| Evaluation Form | Please encourage all attendees to complete this form as this will provide us with feedback on the service. Please post forms to head office following event. |
| Event Poster | These are available from head office should the venue want to advertise your event.  Please contact [volunteering@pspassociation.org.uk](mailto:volunteering@pspassociation.org.uk) to request copies. |
| Reflective Practice Form | For you to use to reflect on how you felt the event went. The section ‘questions for the helpline’ is a space to list any questions you were not able to answer. Any questions will be passed onto the helpline for a response, which will be emailed back to you. |
| Template letter of introduction | Use this template if you would like to contact venues in your area to offer your services (not everyone uses this approach) either via email or post.  Headed paper and envelopes can be provided. Please contact volunteering if you require paper and envelopes. |
| Presentation 1  About PSP & CBD, symptoms, support | Use for all education events e.g. nursing/care homes, hospices, multidisciplinary teams etc. |
| Presentation 2  About the work of PSPA | Use for all awareness raising events e.g. W.I, Masonic, Local Organisations etc. |
| Expense Form | To reclaim travel costs – 40p per mile  Postage  And any other expenses. |

If you are returning forms by post, please use FREEPOST PSPA.