



Voluntary Action  
Arun & Chichester

# Arun & Chichester VOICE

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**Welcome to our Newsletter    Summer 2018**

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## VAAC SAYS THANK YOU

**VAAC** members will be used to being asked for feedback about almost all aspects of the work we do. If you have received 1:1 support you are likely to get a short survey asking for ratings and comments. If you attend a networking or training event you will be asked to complete an evaluation form and if you receive support in finding funding either through 1:1s or the fundraiser network I will email you to ask if you have used any of the information or advice provided and if you were successful. We really appreciate the time and effort this takes on your part. We use the feedback in a number of ways - to help us ensure we are offering the right services and have the right staff structure to do this, in the training review to inform our next training programme, in the annual infographic that forms the cover of the Annual Report (which offers a snapshot of our activities over the course of a year) and on a six monthly basis in a report to the Board, where all the surveys are collated (including comments) so that Trustees and funders can get a feel for your view of our work. Perhaps most importantly it offers staff the chance to understand the impact of what they do and that you appreciate the knowledge and skills they offer. I would like to take this opportunity to stress how valuable this is for us - so thank you for taking the time, please continue to do so it makes a real difference!

Hilary Spencer  
Chief Executive

**Volunteers' Week - 1st - 7th June 2018**



Volunteers' Week takes place every year between 1st and 7th June, and is the perfect time to celebrate all of the people that give their time, free of charge, and make such a difference to local charities and community groups. Here's what some VAAC members had to say:



Dr Phil Hewitt, chairman of the Festival of Chichester, "We are celebrating our sixth Festival of Chichester this summer; four weeks of fantastic community arts and activities running from mid-June to mid-July, more than 200 events in and around the city; but there is a huge amount of work behind it and we are completely and utterly reliant on the good will, skills, time and enthusiasm of volunteers."

June Caffyn, Littlehampton Shopmobility Manager, "At present we have five volunteers, they are all wonderful! They are all amazing and hard workers and I am grateful for all they do to help our charity – a big thank you to all!"



Marjorie Graham of the Snak Shak wanted to praise one of her regular volunteers, Emma Poole; "Emma has been with SNAK SHAK since we started in the Burger Van in Budgens Car Park in Selsey in 2005. She has just retired last week, aged 82 and is going to live near her daughter in Wales. She has never missed a session, turned up in all weathers (when we were at the van) and has always loved helping."



Sam Moore from Petworth Vision CIC

“Volunteers are an important part of making dreams a reality and as fundraising events play a big role in our calendar year Petworth Vision volunteers are our lifeline. From a talk in our local Hall to a Family Fun Day on our village green without volunteers it would be impossible to hold these events. Managing the bar, putting up marquees, showing people to their seats, selling raffle tickets, marking out the lines for the egg and spoon race every single job whether it be big or small hugely contributes to the success of an event.”

Julie Henderson says “At Chichester Portage Service we have a wonderful long standing volunteer; Tina Keller has been volunteering with us for 9 years. During this time she has supported many families who have young pre-school children with significant additional support needs. Tina is a great member of our team and is always willing to pitch in and help others.”

Ian Milton, Chairman of the Chichester Ship Canal Trust, “We are enormously grateful to our volunteers who give their time to help make the Canal the very special place it is, enjoyed by so many residents and visitors every year. We know from the feedback we receive how much their contribution is appreciated, and we simply couldn’t operate without them.”



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### **Thank you to VAAC’s wonderful volunteers!**

Here at Voluntary Action Arun & Chichester, we have three wonderful volunteers who come in regularly to help us.

**Marina** comes in on a Monday to provide admin support, help with press cuttings and make lots of tea! Marina always has a smile on her face and provides some much-needed sunshine on a Monday morning.

**Sue** joins us every Wednesday to help Jenny with Volunteer Now! admin. She contacts organisations about volunteer adverts that have expired, sends follow up emails (and phone calls) to find out how people's volunteering applications have progressed and processes some of the new applications.

**David** also assists with Volunteer Now!, putting new volunteer opportunities on the do-it website, as well as putting together the monthly Funding Focus, researching and collating Funding opportunities that may be of interest to our members.

**We're so grateful for all of the help that our volunteers provide, they are all very valued members of our team and we'd like to say a massive "Thank You" for all they do for VAAC!**

**[Read more about Volunteers' Week and hear from some of the amazing volunteers that give their time to local organisations here](#)**

## Networking Events



**VAAC's popular networking events** have continued to go from strength to strength in 2018, with events already having taken place in both Chichester and Petworth. These events are always well attended (over 50 attendees so far this year) and provide an opportunity for local organisations to share ideas and best practice, discuss problem solving and share any news, activities or upcoming events with the rest of the group.

The events begin with a chance for people to introduce themselves and their organisation, as well as promote any current projects or activities they would like to make people aware of. Each person is limited to a one minute slot, to allow plenty of time afterwards for networking. The sessions are very informal and relaxed, and there is plenty of tea and cake!

We know from experience and from what our members tell us, that opportunities to get together with other organisations working locally is invaluable. The chance to talk to other people who might be having the same experiences and issues and to find out what else is going on nearby is really helpful for our member organisations. These events are not about VAAC, we simply facilitate the sessions and give our organisations a chance to get together and chat. We are of course on hand if they want to talk to us about the support we can provide.

These networking events are free for VAAC members and just £20 for statutory organisations and non-members. If you would like to come along to a future event, you can book your place via Eventbrite:

Bognor Regis networking event, 18th September 2018, 10am - 11.30am at the Salvation Army. To book click here-

**<https://www.eventbrite.com/e/bognor-networking-event-tickets-39954458862>**

Arundel networking event, 4th December 2018, 10am - 11.30am at Arundel Baptist Church - more information coming soon.

## Fundraiser Network Meetings



VAAC's Fundraiser Network Meetings held once a month, 9.30am - 12.30pm at Bersted Green Learning Centre, Bognor are continuing to prove popular with voluntary and community groups. Launched in November 2014, each month a different fundraising theme is chosen and guest speakers invited to share their expertise and experiences. The sessions are always lively and continue to throw up an interesting mix of questions and answers.

Coming up soon;

How to write a compelling story about your organisation

Funding Capital Projects

How to identify your supporter universe through donor profiling and network mapping

Meet the Big Lottery Fund

Funding Surgeries with BBC Children in Need

## Volunteer Co-ordinator Network and Volunteering talks

In its third year, the Volunteer Co-ordinators Network has continued to thrive. The training sessions have been an opportunity for the participants to learn new skills or refresh their knowledge on what is good volunteer management and in some cases cover gritty topics as well as sharing their own experiences.

The Network has also given over 30 participants from across the two districts and sometimes further afield the chance to forge new relationships that is of benefit to their respective organisations

The Volunteer Co-ordinators Network is still developing and taking on board the feedback given to the team. For example several people have commented future meetings should be held on different days of the week and not just Thursdays. We are addressing this by holding them on different days of the week in 2018, subject to the availability of the locations. We continually review the training throughout the year and welcome suggestions on new topics, speakers and how the network communicates to each other so it continues to be a success for everyone.

Since the last issue of the Voice we have been fortunate to have a variety of venues that have been free of charge and so we would like to say an enormous 'thank you' to those organisations who have supported our work. The Volunteer Co-ordinators Network meeting in the New Year centred on 'Volunteer Policies'. The training included a range of aspects on policy making, e.g. the difference between policy and strategy, why organisations should have a volunteer policy and what should be included. During the session, we examined other organisations' policies as a comparative to those organisations that attended. South Downs National Park kindly let us have their Millennium Hall and gave us the opportunity to be in Midhurst. Amongst the comments on the session one person said 'it was a good interactive session'.

In April Tuppenny Barn hosted us for the meeting and looked at the importance of role descriptions, how to use the right language to attract the right volunteer and market them on do-it.org and Reach volunteering. As well as the Volunteer Co-ordinators Network, Lucie has delivered talks to the Chichester Rotary Club on 'why charities are business that don't happen

make a profit', The Chichester Centre in Graylingwell and DWP staff briefings in Littlehampton on the benefits of volunteering, and a couple of drop-in sessions at Chichester University so the students can find opportunities. A thank you to all the libraries and leisure centres who have hosted Volunteer Now! pull up banners and leaflets for a week

Any organisation or individual who wants to hear more about what talks on volunteering are available, or more information about the Volunteer Co-ordinators Network please contact Lucie Maldoom on 01243 840305 or email [lucie.maldoom@vaac.org.uk](mailto:lucie.maldoom@vaac.org.uk)

## Development Team 1:1s

Did you know that our development team is available for one-to-one meetings with organisations that need advice or support on a whole range of topics such as setting up your charity or community group, fundraising, policies and procedures, governance, recruiting and managing volunteers, publicity and more! These are free for VAAC members, just fill in this [referral form](#) and send it back to us.

## Hot Topic



We have been working with Maureen Chaffe of Process Matters to ensure that we are compliant with the new GDPR General Data Protection Regulations which came into effect on 25th May 2018. Since our initial review last year we have been busy looking at our policies and processes and communicating with our members and partners asking for their consent to hold their data.

## VAAC's New Members

# Welcome

Crown Community Pub Hub

Bognor Regis Business Improvement District

Bana Tandizo Foundation

Littlehampton Sea Cadets

Wyke Residents' Association

Chichester Cathedral Trust

Howard Lawn Tennis Club

Sussex Tornados All Star cheerleaders

Workshop Chichester CIC

Bognor Regis Autism Support Service

Arundel & Downland Community Leisure Trust

Campaign for the Protection of Rural England, (CPRE) Sussex

Royal British Legion  
Macmillan Cancer Support

**Membership of VAAC** is open to all voluntary and community organisations that provide services in Arun and/or Chichester, regardless of size, financial turnover and area of work. Our development team offers advice and support to our members on all aspects of running a not-for-profit organisation including: fundraising, volunteer recruitment, HR, policies and procedures, governance and publicity.

There is no charge to become a member and other benefits include:

Our weekly e-bulletin, monthly Funding Focus and Voice newsletter

Regular free networking events

Priority access to subsidised training

Free resources - photocopying and equipment to borrow (projector, display boards etc.)

If you would like to become a member of VAAC, please fill in the below membership form and send it to [admin@vaac.org.uk](mailto:admin@vaac.org.uk)

### **Membership form**

## Small Charities Week

18th June - 22nd June 2018



Tuesday 19th June 2018, 10.30am - 11.30am in the Council Chamber at Bognor Regis Town Hall

As part of Small Charities Week we are inviting the Big Lottery to come along to give a briefing about the Reaching Communities Fund.

They will be talking about the changes in the grant and it will include a Q&A session.

Two funding officers will be attending and they will then have 1:1 slots for 15 minutes from 11.45am - 1.15pm

To attend the briefing book via eventbrite [here](#)

To book a 1:1 slot book via Chris at [admin@vaac.org.uk](mailto:admin@vaac.org.uk) / 01243 840305

**IMPORTANT MESSAGE - please read**

**Anyone is welcome to the briefing but for the one-to-one slots, the BLF only want to have groups that have already considered a project and want to bounce the idea off Sarah/Claire (Funding Officers). As a group you must have gone through the eligibility criteria and met at least 1 of their priorities as set out on the BLF website – [view here](#). If your question is general, there will be time during the briefing to ask these type of questions.**

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## VAAC AGM and Networking Lunch

**LET'S TALK  
ABOUT IT!**

Annual General Meeting

Wednesday 18th July 2018,

12.30pm - 3.00pm.

Yapton Village Hall

Bookings via eventbrite

[Click here](#)

We are pleased to invite you to our next Community Lunch to include Voluntary Action Arun and Chichester's Annual General Meeting. We hope you will take this opportunity to come and hear about our work and meet our staff and projects teams.

Following the business meeting we will be inviting our members to share information about their latest projects, and future plans in our Market Place. An opportunity to display your banners and publicity. If you would like a stall please email Chris at [admin@vaac.org.uk](mailto:admin@vaac.org.uk)

There will also be a presentation by Graham Potter, Public Health Lead for WSCC on the 5 ways to wellbeing.

Karen Pirks, Partnership Officer, Learning Development Team for WSCC will be demonstrating the WSCC Learning and Development Portal during the event.

### **COMMUNITY CONNECTIONS**

Then over lunch we hope these conversations will continue and you will also be able to meet the VAAC team and talk to them about their work. They will be taking referrals for future appointments, training or support.

We look forward to seeing you on the 18th July 2018.

Hilary Spencer  
Chief Executive

The 2017-2018 Annual Report will be presented at the meeting. If you are unable to attend, the unadopted report will be available on our website prior to the AGM see [www.vaac.org.uk](http://www.vaac.org.uk)

## Dates For Your Diaries



### **Fundraiser Network Meeting**

Thursday 14th June 2018, 9.30am - 12.30pm

Bersted Green Learning Centre

How to write a compelling story about your organisation

[Read more](#)



### **Trustee Training & Networking**

Wednesday 20th June 2018, 6.00pm - 8.00pm, drinks and nibbles to follow til 9.00pm

Millennium Chamber, Littlehampton Town Council

Working in association with Littlehampton Town Council and Kreston Reeves.

Mark Spofforth of Kreston Reeves will talk about current topics that face trustees

[Read more](#)



### **General Data Protection Regulation (GDPR)**

Wednesday 4th July 2018, 9.30am - 12.30pm

Bersted Green Learning Centre

Effective from 25th May 2018 this training will help explain the provision organisations require to comply with GDPR

[Read more](#)



### **Volunteer Co-ordinators Network**

Thursday 5th July 2018, 10am - 12noon

Arundel Lido

Are you as good as they give? A session looking at volunteer support and supervision

[Read more](#)



**Fundraiser Network - Funding Surgery with BBC Children in Need and Big Lottery Fund (1:1 bookable slots)**

12th July 2018, 9.30am - 12.30pm

Bersted Green Learning Centre

Email to book a slot at [admin@vaac.org.uk](mailto:admin@vaac.org.uk)



**First Aid in the Workplace Training**

Thursday 19th July 2018, 9.30am - 4.30pm

Bersted Green Learning Centre

This training is suitable for smaller workplaces with low health and safety risks or for those nominated to provide support for qualified first aiders

[Read more](#)

## Stories from our Members



After 14 years of service, Enable Me bids farewell at the end of July 2018.

It has been a pleasure working with them over the years.

You can read more about the decision to close and their past achievements [here](#)



June Caffyn from Littlehampton Shopmobility accepting their Littlehampton Town Council Merit Award for "over 20 years of service to residents and visitors to the town". Well done to all the team at Littlehampton Shopmobility!

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**Our mailing address is:**

VAAC  
The Town Hall  
Clarence Road  
Bognor Regis  
West Sussex  
PO21 1LD

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