



# Shree Kutch Leva Patel Community (U.K.) શ્રી કચ્છ લેવા પટેલ કોમ્યુનીટી (યુ.કે.)

India Gardens, West End Road, Northolt, Middlesex UB5 6RE | Charity Number 1001623  
T: 020 8845 9470 | E: info@sklpc.com | W: www.sklpc.com | Hall Booking: 020 3757 8373

## STEWARDS GUIDELINES FOR ALL SKLPC (UK) EVENTS

Dear Steward

Thank you for volunteering your services as a steward at the SKLPC (UK) events for 2017

This form is to be completed ANNUALLY. Any changes to your personal details need to be reported prior to the event.

All stewards are required to adhere to the following guidelines:

1. Stewards are expected to conduct themselves in a safe and responsible manner and not to act in a way that may put themselves or others at risk.
2. Consumption of alcohol, illegal substances and drugs at any SKLPC (UK) event is strictly prohibited.
3. SKLPC (UK) cannot accept responsibility for the loss and/or damage of their personal belongings.
4. Stewards have to be 16 years of age or over.
5. Stewards are required to register their attendance at the start and end of their shift with their team leader.
6. Stewards need to be familiar with the site layout and facilities and attend the Safety Induction.
7. Stewards need to be familiar with the Health & Safety procedures.
8. Stewards will complete Personal and Emergency/Health details below & Report changes BEFORE the event.
9. Stewards are expected to wear Steward ID Badge at all times.
10. Stewards are required to report any suspicious packages and any H&S issues to your Team Leader.

Team: \_\_\_\_\_ Team Leader's Name \_\_\_\_\_

PERSONAL DETAILS						
Stewards Full Name:						
Home Address:						
Email Address:						
Phone Number(s):						
Age (in years)	16-20	20+	30+	40+	50+	60+
NEXT OF KIN DETAILS (In case of emergencies)						
Contact Name & Number(s)						
Relationship to you:						
Gaam:						

MEDICAL CONDITIONS - Please specify if you have, or have had any of the conditions below:					
Diabetes		Blood Pressure		Back Problems	
Heart Conditions		Asthma		Epilepsy / Fits	

SKLPC (UK) Mission Statement:

"To enhance the quality of life through education, cultural, social and sports activities and instil values that will benefit society"

**MEDICAL CONDITIONS – (continued):**

Other, please specify:

(Note: No details are required for conditions of a personal nature that will NOT affect your work and is not contagious).

**AREA OF EXPERTISE / COMPETENCE**

Trained Fire Marshal

Trained Security Personnel

Trained First Aid

**AREA OF STEWARDSHIP (you may tick one or more)**

	SKLPC Annual Mela	Navratri**	SKLPC Saturday School
Kitchen Area			
Food Preparation (Cooking)			
Hygiene Maintenance			
Food Serving			
Seating Department			
Queue Department			
General Duties			
Treasury			
General Duties			
Raffle Ticket Sales			
Ticket Sales			
Fund Raising			
General			
Crowd Control			
Event Set-up			
Public Relations			
Volunteer Care			
Health & Safety			
FT Magazine Distribution			
Food Token Distribution			
Kids Zone			
VIP Welcoming & Accompany			
Culture Department			
Teaching Assistance			
Event Day Branding & Comms			
Stall Holder Services			
Fire Marshalling			
First Aid			
Steward (External Field Area)			
Steward (Internal Marquee)			
Information Desk			
Car Parking / Warden	*		

Please COMPLETE, SIGN and RETURN this form to your Team Leader or scan to

[Volunteers@sklpc.com](mailto:Volunteers@sklpc.com)

Important Note:

\*The SKLPC Annual Mela is on Sunday 17<sup>th</sup> September 2017. If you are providing car parking service, please make yourself available at the Samaj in Northolt between 08:00 to 18:00.

\*\* Where you have selected to provide general stewardship services for Navratri, we appreciate not everyone can serve all days, so please specify below the days you can assist. For the days you select, please make yourself available at the Samaj in Northolt from 19:00 to 23:30.

\*\*Navratri

All Days	
Thursday 21st September 2017	
Friday 22nd September 2017	
Saturday 23rd September 2017	
Sunday 24th September 2017 (Kids Workshop)	
Sunday 24th September 2017 (Evening)	
Monday 25th September 2017	
Tuesday 26th September 2017	
Wednesday 27th September 2017	
Thursday 28th September 2017	
Friday 29th September 2017	
Saturday 30th September 2017	
Thursday 05th October 2017	

Declaration:

- I have read and understood the guidelines of Stewarding at SKLPC (UK) Events for this Calendar Year
- I am 16 years of age or over.
- I understand that SKLPC (UK) reserve the right to terminate my stewardship at any given time.
- I understand that my personal information will be stored for 3 years and will be used solely for the purposes relating to Auditing, Health & Safety, and only accessed by authorised SKLPC (UK).

Print Name:

Signature:

Date:

Any questions regarding SKLPC Annual Mela and/or Navratri event, please call Ravi Patel on 07951 952 267, or Kiran Pindoria: 07956 422 166.