

# HAMPTON & HAMPTON HILL VOLUNTARY CARE

## Operating as The Greenwood Centre

Charity Number 1140070

A company limited by guarantee number 6431882

Registered Office: The Greenwood Centre, School Road, Hampton Hill, TW12 1QL

Telephone: 020 8979 9662

Email: [vcg@greenwoodcentre.co.uk](mailto:vcg@greenwoodcentre.co.uk)

Dear Friend,

Hampton and Hampton Hill Voluntary Care at The Greenwood Centre offers Door to Door transport in our area, for those with mobility problems. The Hampton Enterprise bus provides transport to local supermarkets, day centres, local outings and day excursions during the summer months. We can also arrange individual car transport for appointments, using our voluntary drivers or home visits by one of our team of befrienders.

To be able to use these services we would ask you to complete the enclosed registration form. The information requested will help us to provide you with a better, more comprehensive service and also helps us cover any needs arising from emergencies. **We ask for an annual donation of £12.00**, which will go towards the cost of administration. This is payable annually each April. The cost for the first year will be calculated on a pro-rata basis depending on when registration is made. For registration in \_\_\_\_\_, the amount will be \_\_\_\_\_.

**Please make your cheque payable to the Greenwood Centre.**

To make life easy for the future you can pay your annual donation by standing order (Standing Order Form is attached to the enclosed Service User Application Form) which will renew your registration automatically each year. If you are a tax payer, then a Gift Aid Declaration form (also attached to the enclosed Service User Application Form) would enable us to increase the value of the annual donation by 25p for each £1.

Once we have received your completed registration form you will be eligible to use any of our services.

When requesting car transport could we ask that you give us a week's notice if possible. If you are a blue badge holder could you please bring the badge with you to assist with parking.

We ask for a donation of £1.50 on all bus journeys and £1.00 each way on car journeys. Our voluntary car drivers carry 'Hampton Enterprise' journey envelopes for you to use when contributing towards your journey cost. Any additional donations are most welcome.

If you need any assistance to fill in the forms or have any other queries please call the Greenwood Centre on 8979 9662.

With our best regards,

Frances Smith  
Transport Co-ordinator

# HAMPTON AND HAMPTON HILL VOLUNTARY CARE

OPERATING AS THE GREENWOOD CENTRE

Charity Number 1140070 .

A company limited by guarantee number 6431882

## SERVICE USER APPLICATION FORM

SURNAME:	MR. MRS. MISS.		
FORE NAMES:			
ADDRESS:			
	POST CODE		
TELEPHONE NUMBER:			
E-MAIL ADDRESS:			
DATE OF BIRTH :			
DOCTOR:			
SURGERY:	SURGERY TEL NO.		
DO YOU LIVE ALONE ?	YES NO		
DO YOU HAVE A LOCAL KEY HOLDER ?	YES NO		
IF YES, NAME & TELEPHONE NUMBER:			
EMERGENCY CONTACT NAME:			
TELEPHONE NUMBER:			
ARE YOU A BLUE BADGE HOLDER ?	YES NO		
DO YOU USE A WALKING AID ? PLEASE GIVE DETAILS			
PLEASE GIVE BRIEF DETAILS OF ANY DISABILITIES OR OTHER INFORMATION WE SHOULD BE AWARE OF:			
PLEASE INDICATE WHICH OF OUR SERVICES YOU ARE INTERESTED IN?			
CAR TRANSPORT	SHOPPING BUS	TRANSPORT TO DAY CENTRE	
EXCURSIONS	BEFRIENDING		
We are required to collect information about ethnic background. To which group do you consider you belong?			
WHITE: British	Irish	Other	
ASIAN: Indian	Pakistani	Bangladeshi	Other
BLACK: British	Caribbean	African	Other
CHINESE	JAPANESE	OTHER	

£12.00 ANNUAL DONATION PRO RATA AMOUNT FOR FIRST YEAR \_\_\_\_\_

PLEASE INDICATE HOW YOU WISH TO PAY

STANDING ORDER

CHEQUE (MADE PAYABLE TO THE GREENWOOD CENTRE)

CASH

SIGNATURE:

DATE:

FOR OFFICE USE:	Date:	Initials:	£12.00 Donation paid	YES	NO
-----------------	-------	-----------	----------------------	-----	----

Notice under the Data Protection Act: This information will be kept on the charity's computer system