

Statement on Keeping Us Informed

In order for AdvoCard staff to be able to organise advocacy appointments in as easy and straightforward a way as possible, it is extremely helpful to have up to date information about your availability for advocacy work.

The Advocacy staff will send out copies of the Availability Sheet on a regular basis to all volunteers so that we have current information about when our volunteers, particularly those who do short term advocacy, are able to do advocacy work. Please fill in the forms and return them as soon as possible.

In between these requests for information, it would be appreciated if you would inform the project of any changes to your expected availability. Letting us know about when you are out of Edinburgh on holiday, about periods of ill health, about times when you are otherwise committed and want to withdraw from advocacy, about plans to move house, etc can help the staff anticipate who is available and how to contact them at any particular time that advocacy requests come in. We are not keeping tabs on anyone for any other reason!

Even with having specific information about each volunteer's availability, it is a huge task to keep all the details straight and accurate. You may find us contacting about advocacy work when in fact you have informed us that you are not available. We ask for your patience and understanding about such a contact and apologise in advance for any inconvenience caused.