



Responding to the challenges of HIV & AIDS

LASS Volunteer News October 2009

This issue of Volunteer News is jam packed with items. Some of the content includes request for you to complete items and return them back to us. We hope you enjoy reading it. Volunteers have always been significant and important in the delivery of our work at LASS. You bring a wide range of skills, interests, life experiences and cultural backgrounds that reflect, strengthen and benefit our work and the lives of the people we support. We would like to take this opportunity to thank you all for the many hours of work and support you provide which currently equates to over 200 hours a month!!

Minutes of previous volunteer meeting

Our latest Volunteer gathering was held on 24th September at LASS, (the notes of the meeting are on page 5). Volunteer gatherings are a good opportunity to meet other volunteers, feedback on the activities you've been involved with and help us to plan more activities and events. The next meetings will be held on January 21st 2010 from 2-4 and 6-8pm.

Social Enterprise

LASS have been looking at new ways of generating income to continue to deliver our services in the future. This is because the government is looking closely at how much public sector and health services cost and is expecting to make cuts.

One of the ideas we have is to set up our own trading enterprise, where people would be employed and paid to carry out specific services for LASS. Any profit made from these services can be fed back into LASS to enable us to continue our charitable services.

To help take this forward and to find out more you may be interested in attending free business planning training for social enterprise here at LASS on 16th and 19th October 2009. For more information or to register your interest, please contact Sarah Brobbey (sarah@lass.org.uk).

HIV Test name vote

Many of you will know by now that we have been providing free HIV tests for the public at LASS since June. Recently, we have been deciding brand names for the testing service and we'd like your help. We have narrowed the suggested names to 6 different brand names and we'd like you to vote for your favourite name. Please take a look at the voting slip on page 7 and decide what you would like our new HIV test service to be called. Voting closes on 2nd November 2009.

Safeguarding Adults Training

There have been changes in law pertaining to safeguarding vulnerable adults which many organisations including LASS need to adhere to. We will be running training workshops in January and February 2010 which outlines current legislation and what you can do to ensure you comply. All LASS staff members are receiving this training and we are encouraging volunteers who work with direct services and in reception to attend. The workshop dates are included in the Training Catalogue which starts on page 10.

Sexual Health Promotion Team

Our Sexual Health Promotion team are in a flurry of activities between now and the end of the year, you can find these in the Prevention & Awareness Raising activities sheet on page 14. In particular, we would like to ask for your help to design a poster to advertise our Red Ribbon Pinning Tea Party being held at LASS on 3rd November. We are also looking for delicious homemade cakes we can sell at our stalls leading up to and including World AIDS Day. If you would like to help design the poster, come along for tea and pinning or make cakes for us, please let a member of the Sexual Health Team know.

Volunteer Update 2009

We would like to thank the volunteers who took the time to complete and return the Volunteer update form which we sent out with the last news letter. However, disappointingly out of 103 update requests, we have only received 24 back which means we may not have up to date records for 74 of our registered volunteers.

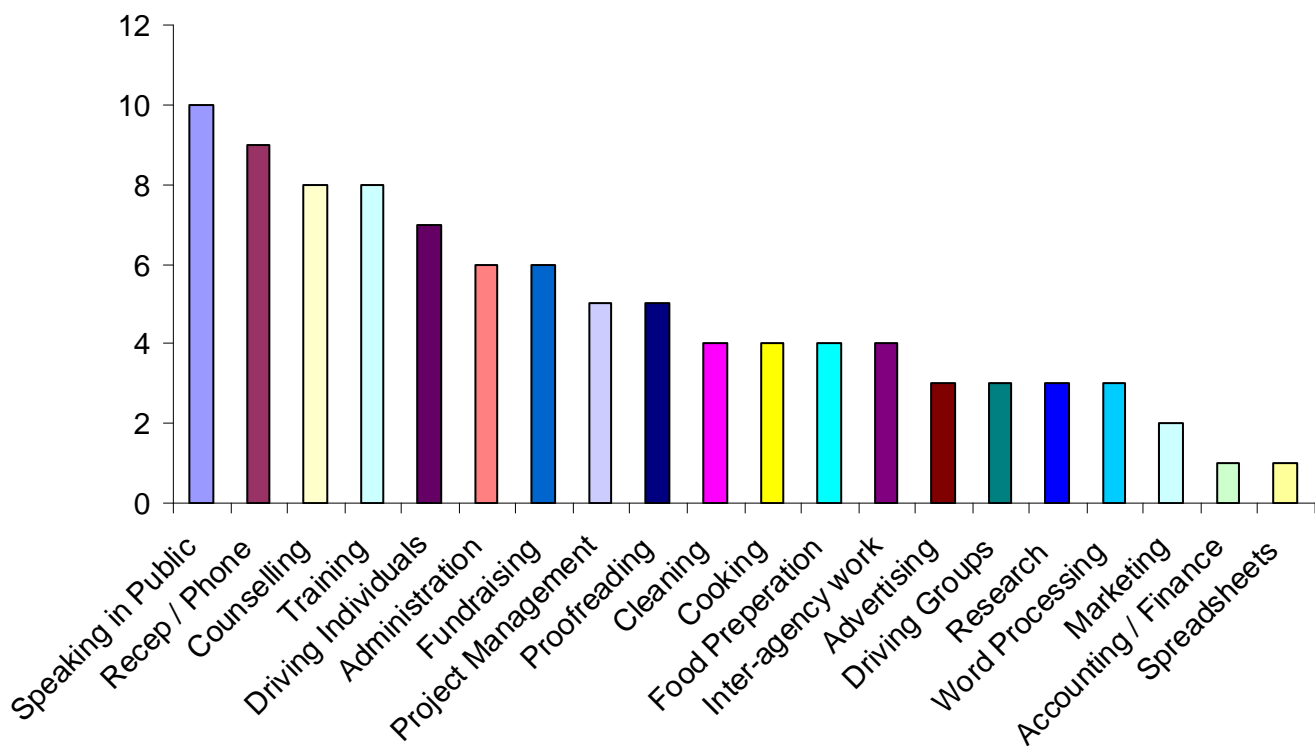
Our database updates are a legal requirement as any information we hold on file for volunteers must be relevant and accurate. In addition, if we do not have up to date accurate records of for our volunteers, we are unable to provide volunteer opportunities as effectually as we could otherwise.

Therefore, it will assumed that volunteers who did not complete and return an update form no longer wish to volunteer for LASS and your records will removed from our system. We need you to tell us if you want to want to keep in contact as a friend of LASS and to get updates about our work.

If you have not completed and returned an update form, AND wish to remain a volunteer with LASS, please complete the update form (page 8 and 9) and return to Tom Robson by 31st October 2009.

Many of you who did return the form requested to be kept informed of LASS by email, hopefully if you are one of these people you received this copy of the news letter by email and not by post, if you did receive this in the post and requested otherwise, please get in touch so we can update our records. Choosing to receive information by email not only saves administration time and money for stationery and postage, it helps the environment and we would like to thank you for this choice.

We would also like to share with you the result from the skills audit which was compiled from the update requests we received back. You can see from the chart below the number of people who are experienced with a given skill, this gives us a good level of understanding and will help us provide appropriate work for you and recognise training opportunities should you wish to develop further.



Christmas Dates

We will be having a fundraising, fun and Christmas social meal on the evening of Tuesday, 15th December, please remember to put the date in your diaries. The exact times, cost and venue will be confirmed soon.

Support LASS with "everyclick" (www.everyclick.com/lass)

Everyclick is a complete one-stop fundraising website which allows anyone to raise money for LASS completely free!! There are five ways to fundraise:

- SEARCH the web and raise money for LASS simply by browsing as you normally would
- DONATE for direct donations to us via Everyclick
- FUNDRAISING PAGES let you launch an appeal and collect sponsorship
- SHOP online with leading retailers
- LOCAL search for online classifieds

You can also send greetings cards in return for a donation to us and more to be added soon!

HELP SUPPORT LASS TODAY WITH EVERYCLICK JUST GO TO:
www.everyclick.com/lass
 & search the web from there instead of your current provider

LASS Choir

We have had a very encouraging response from service users, volunteers and staff members to the idea of setting up a choir. To begin with the choir will be primarily for fun and social purposes.

For our first three sessions, Jane Bursnall from the Red Leicester choir will be joining us in order to help us 'get on our feet' and after this the group will have the chance to decide where the choir would like to move on from

this point. We invite you to join and our first rehearsal will take place on Monday, 26th October from 6:30 to 7:30pm at LASS.

Make a difference day for Asylum Seekers and Refugees & Sponsored Walk - 31st October 2009

City Of Sanctuary are holding a "Make A Difference" day which is an afternoon of practical action for and with local asylum seekers and refugees, including details of various volunteering vacancies (including LASS), with speakers, certificates, refreshments, a 'snack' stall, entertainment and lots more!!! LASS will have a stall. It will mark the end of Refugee Action's Walk Back from Loughborough.

Sarah and Jenny from LASS are joining the walk, do you want to help too? Support the walk either by letting us know you want to join or sponsoring Aidan from Refugee Action. Aidan can be contacted at AidanH@refugee-action.org.uk.

The Walk will give LASS the opportunity to raise awareness of issues HIV and the impact on Asylum Seekers. More information is enclosed on the "Ordinary people, extraordinary situations" sheet.

Cook for us and get a recognised food hygiene qualification.

As you are aware, on drop in days (Tuesdays and Fridays), we cook and serve meals and desserts for our service users. This service is an integral part of the drop in facility and we are always looking for more help in the kitchen during these times, whether leading the cooking or simply assisting in the kitchen. If you have the experience and desire to help in this area we would welcome your interest, we have 'cook' task descriptions on our website for you to review or if you prefer, please contact Matt directly. We have limited spaces for volunteers to join training which will qualify you with the CIEH (Chartered Institute of Environmental Health) in basic food hygiene. Please contact Matt for more information (matt@lass.org.uk).

Carrier Bags

We are in need of carrier bags for the collection of donated items such as clothing and food to our service users, if you have any spare could you please drop them in to us on your next visit so we can recycle them and put them to good use.

LASS Volunteer Meeting

24 September 2009

2-4 and 6 – 7.30

Present:

Afternoon - Matt, Helen, Ken, Sylvia, Eric, Barbara, Jenny and Michael

Evening – Celia. Petty, Michelle, khadija, Nasser, Krista

The meeting was in 2 parts and these notes combine both the afternoon and the evening sessions.

1. Introduction: Members introduced themselves

Staff opened the meetings and thanked volunteers for their services to LASS. Over 200 hours were provided each month by volunteers.

2. Matters from the previous minutes:

Fundraising items were now on reception.

LASS website has been updated and people can twitter

Nothing had been done about patrons and Jenny would follow this up.

No car boot sale had taken place mainly due to the poor weather over the summer. Jenny was keen to see if we could have a charity shop in town and would be taking this further.

The family sports day had not materialised but we could still use the Emerald Centre as a venue when we are ready.

3. Events update

A full list of forthcoming events was circulated.

Volunteers were also invited to run an event in Coalville on 10th October and anyone interested in helping with any events should contact Celia, Khadija or Ravina.

4. Christmas celebrations

Suggested date of Tuesday 15th December 2009 for a meal and dance / fund raising opportunity for anyone connected with LASS and their friends. A venue is being booked and details will be circulated shortly.

Volunteers were needed for Christmas lunch for service users on Friday 18th December and also help with preparing for this such as games and wrapping parcels for kids.

Carol singing was also suggested with Ken to organise the choir, Ken for keyboard and Jenny for bass.

Trevor Thurston Smith to be contacted for his music – Jenny to action, Helen may also be able to help and music may be available from the library

5. Other fund raising and activity suggestions

Cinema, dancing and in May a show - Footloose show in Loughborough Town Hall.

Cheese and wine evening was suggested by Barbara as a possible fund raising opportunity.

6. Training opportunities

Jenny and Matt outlined a number of training opportunities that were coming up

- a) Food and Hygiene – as more volunteers are needed to assist in the café. Anyone interested to contact Matt Tomlin, this is nationally recognised and everyone passing will receive certificates. LASS would also support active volunteer cooks in getting higher level food hygiene courses and refresher courses. Ken is interested in this opportunity
- b) Training trainers as positive speakers – Jenny has put in an application to deliver this. It would involve speaking from experience and include people from other services who have experienced stigma and discrimination. The outcome may lead to LASS social enterprise – employing people as speakers. Another idea for social enterprise is meals on wheels. Michael is interested in this programme
- c) Equality Training – this will be added to a schedule in the Spring
- d) LASS HIV training programme for the autumn is available for volunteers to book into as they need to update and refresh HIV. It is on the website. Need to add a word version booking form to the website.
- e) Several volunteers had enjoyed Voice Coaching and there will be another opportunity to join in this in February. (Now fixed for 9.30 – 11.30 on Feb 10th)
- f) October 16 and 19 : There will be work with a Business Consultant who will work with us Business Planning and Social Enterprises – anyone interested to contact Jenny.
- g) LASS also has access to a trainer to deliver NVQ training in health and social care, business admin and customer care. Any one interested to contact Jenny.
- h) HIV Testing training would be re-running anyone interested to contact Celia.

7. World AIDS Day

Suggestions were made as follows :

- sell items in a shop eg for a week or a month
- Ribbon pinning tea party – (date now set as 3rd November). Need help to design a poster and for cakes for the tea party.
- To put pictures of people wearing ribbons on websites
- 5000 ribbons for pinning and another 20000 to send out
- To have a stall on market
- Photos with celebrities
- Raffles to be organised to raise funds

VOTES NEEDED!

HIV Testing Service – Final round of voting for a name!

Many thanks to everyone who suggested and/or voted for a name for our exciting new HIV testing service. There are two main reasons why it was decided to find a formal name:

- A name would help give the service its own unique identity, setting it apart from any other services locally.
- To help with marketing and branding of the service.

We now need votes for the final shortlist from as many interested people as possible. Particularly friends or relatives who may not already know about our services. What does the name mean to them?

The names staff and volunteers came up with fall into two categories and it might help if you read the descriptions before voting. You can only vote for a name once.

Category A

These are straightforward suggestions, stating what the service is. Other similar services in the region are called things like 'Fast Test' – emphasising the speed of the service.

A1 'Rapid Results'

A2 'Rapid Test'

A3 'Rap I d Test'
H
V

Category B

These names are a less obvious and a little bit more playful. They might help with confidentiality as people can note them down in a diary or call us without anyone else knowing what they are enquiring about:

B1 'JAM' (Just A Minute)

B2 'HAT' (HIV Antibody Test)

B3 'RITA' (Rapid Infection Test Access)

HOW TO VOTE:

Circle the name you like and drop this sheet into reception
E-mail your choice to Celia Fisher (celia@lass.org.uk)
Phone reception and state your choice 0116 255 9995

DEADLINE FOR VOTES: 2nd November 2009

Volunteer Update Form

Annual update form – August 2009 (Next Update March 2010)



Responding to the challenges of HIV & AIDS

I would like to continue being a volunteer

I would like to be removed from your volunteer database (And the mailing list)

(If you wish to be removed, please only provide your name and post code so we can identify the correct record)

Personal details

Full name	<input type="text"/>				
Address (including Postcode)	<input type="text"/>				
Telephone (Including Code)	<input type="text"/>	Contact name (For use in emergency only)	<input type="text"/>		
Mobile	<input type="text"/>	Contact telephone (Including STD code)	<input type="text"/>		
Email	<input type="text"/>	Contact mobile	<input type="text"/>		

Volunteering Information

Area(s) you are interested in (please tick)	Reception <input type="checkbox"/>	Administration <input type="checkbox"/>	Awareness <input type="checkbox"/>					
	Mentoring <input type="checkbox"/>	Direct Services <input type="checkbox"/>	Fundraising <input type="checkbox"/>					
Your availability (Please tick as appropriate)	Mon am pm eve	Tue am pm eve	Wed am pm eve	Thu am pm eve	Fri am pm eve	Sat am pm eve	Sun am pm eve	Varies
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
If you own a car, would you be willing to use it for volunteering? Yes <input type="checkbox"/> No <input type="checkbox"/>								
Please confirm you have an in date UK authorised driving licence by ticking this box → <input type="checkbox"/>								
Please let us know what skills you can offer LASS			In your own words, what qualities, interests, or experiences do you have which could benefit LASS.					
Accounting / Finance	<input type="checkbox"/>	<input type="text"/>						
Administration	<input type="checkbox"/>							
Advertising	<input type="checkbox"/>							
Cleaning	<input type="checkbox"/>							
Cooking food	<input type="checkbox"/>							
Counselling others	<input type="checkbox"/>							
Driving (groups)	<input type="checkbox"/>							
Driving (individuals)	<input type="checkbox"/>							
Food preparation	<input type="checkbox"/>							
Fundraising	<input type="checkbox"/>							
Inter-agency work	<input type="checkbox"/>							
Marketing	<input type="checkbox"/>							
Project Management	<input type="checkbox"/>							
Proofreading	<input type="checkbox"/>							
Reception / Telephone work	<input type="checkbox"/>							
Research	<input type="checkbox"/>							
Speaking in public	<input type="checkbox"/>							
Spreadsheets	<input type="checkbox"/>							
Training	<input type="checkbox"/>							
Word processing	<input type="checkbox"/>							

Contact Preferences

Ideally, we would like to email you our news, updates, information and messages as this reduces our costs, saves paper and contributes toward saving the environment. However we understand that some people prefer to receive paper copies of information, please could you confirm your choices below.

- Yes, please use my email address
- I prefer to use paper
 - I'll pick up myself from LASS
 - Please post to my address

Declaration

I understand that any offer of volunteering with LASS is subject to a satisfactory enhanced criminal record check and that my volunteer agreement is binding in honour only. I also agree that in accordance with the 1998 Data Protection Act, LASS may hold and use personal information about me for volunteering reasons and to keep in touch with me and that I will update LASS if my details change. I authorise the information contained in this form can be stored on both manual or computer files on the understanding that it will be held securely and only accessed by authorised personnel.

Signature

Date

Equal Opportunities Monitoring

This information is used only for the purposes of ensuring the effectiveness of our Equal Opportunities Policy and will be detached from this update.

Gender F M

Date of Birth

How would you describe yourself?

These categories of ethnic origin are recommended by the Commission for Racial Equality as the most appropriate for monitoring the UK. We recognise that the specific categories may not be appropriate for everyone. If this is the case please use the last box

Asian or Asian British:

Indian
 Pakistani
 Bangladeshi
 Any other Asian background

(Please specify)

Black or Black British:

Black Caribbean
 Black African
 Any other Black background

(Please specify)

Mixed:

White:

White British
 White Irish
 Any other white background

(Please specify)

Chinese or other ethnic group:

Chinese
 Any other Ethnic background

(please specify)

Do you consider yourself to have a disability/impairment?

yes no

If yes, please specify

If yes, do you have any particular needs in relation your disability/impairment? Please discuss these with the Manager.

Thank you for completing this form, please could you return it to LASS using the details to the right.

Email: tom@lass.org.uk
 Fax: 0116 255 9979
 Post: Tom Robson, LASS, Freepost (LE61 31), Leicester, LE1 7ZP

LASS TRAINING SESSIONS

SEPTEMBER - DECEMBER 2009

PLEASE ARRIVE 15 MINUTES PRIOR TO THE START TIME TO ALLOW FOR REGISTRATION. ALL SESSIONS WILL BE AT LASS OFFICE ON REGENT ROAD UNLESS OTHERWISE STATED.

HIV SESSIONS

There are 3 sessions for people who want some knowledge about HIV.

SO YOU WANT TO KNOW MORE ABOUT HIV? WEDNESDAY 14TH OCTOBER 1-4PM

Objective: To provide in-depth information and knowledge about HIV, Testing and Early Detection.

For people who want a deeper understanding and more clinical knowledge. A Rapid HIV test will be available on the day.

Trainer: Luke Pringle - HIV Specialist Nurse

AN INTRODUCTION TO HIV. WEDNESDAY 28TH OCTOBER 1-2PM

Objective: To provide an introduction to HIV including HIV Testing.

For people who need an overview and some key facts and information. A Rapid HIV test will be available on the day.

Trainer: Luke Pringle - HIV Specialist Nurse

LUNCHTIME STATISTICS AND TRENDS – WEDNESDAY 2ND DECEMBER 1PM – 2PM

Objective: To provide an update of the latest local HIV Statistics and Trends which we can use to inform our awareness and outreach work.

Trainer: Nia Reeves - Leicester City NHS

STIS AND HEPATITIS

WEDNESDAY 18TH NOVEMBER 1.30PM – 4PM

This session will provide information about Sexually Transmitted Infections (STIs) and Hepatitis and their mode of transmission and prevention.

Objective: To provide general information about STIs and Hepatitis which participants can use to inform their client groups and co-workers as well as increase personal knowledge. This is for anyone who needs facts and information about STIs or Hepatitis in their work, volunteering or for personal interest

Trainer: Celia Fisher - LASS

HIV, STIGMA AND DISCRIMINATION
WEDNESDAY 11th November and 9th December 2009
1.00 – 4.30PM

The session will provide information on HIV/AIDS and look at practical ways of addressing stigma and discrimination.

Objectives: To provide information about HIV, learn about and discuss the nature of stigma and discrimination in relation to HIV. To discuss and explore the impact of HIV stigma on individuals and the damage caused by people who stigmatise.

To explore ways that individual and collective interventions can help reduce HIV stigma and discrimination within various settings

Trainer: Geoff Lilley - LASS

HIV, ASYLUM & IMMIGRATION
WEDNESDAY 4th November 2009
1.30 – 4.30PM

This session will enable participants to have an understanding of Asylum and Immigration implications for people living with or affected by HIV/AIDS.

Objectives:

To provide basic information and facts about HIV, with a focus on aspects related to or affected by asylum and immigration.

To provide information on the definitions and process related to asylum and immigration and explore issues and problems that people in this process may face.

Explore and discuss what measures and actions we, as individuals and as workers, can take. Find out about the Leicester City of Sanctuary movement.

Trainers: Celia Fisher (LASS) and Gill Buttery (or other) from Leicester City of Sanctuary.

ROUND THE FIREPLACE
SATURDAY 7TH NOVEMBER 2009
1.00 –5.00 PM

“Round the fireplace” is an interactive session that will use mime, dialogue, music and storytelling to discuss freely and openly about HIV and stigma.

Let us understand Stigma; the root cause; the effects and a way forward as a community in responding to HIV Stigma

We will have a shared lunch at 1.00. Session will start at about 1.30pm.

Trainer: Musi Gloriosa Katerere

SAFEGUARDING ADULTS
WEDNESDAY 27TH JANUARY 2010 (9:30-11:30AM)
MONDAY 1ST FEBRUARY 2010 (2-4PM)
MONDAY 8TH FEBRUARY 2010 (6-8PM)

All persons have the right to live their lives free from violence and abuse. This right is underpinned by the duty on public agencies under the Human Rights Act to intervene proportionately to protect the rights of citizens. It is important that we all know what to do and who to alert should we suspect anything suspicious and this session is designed to assist you.

Trainer: Matt Tomlin

January – April 2010

Information and dates for the sessions in the ‘Spring’ term will be available in December 2009.

Please let us know if there are particular sessions you would like to see in the programme.

LASS TRAINING APPLICATION FORM

This form can be used to book a place on the LASS training programme.

Please arrive at least 15 minutes prior to the start time to allow for registration.

Please complete your details and send, fax or email. Contact details are at the bottom of this page. All training takes place at LASS 53, Regent Road Leicester. There is a map showing our location on our website www.lass.org.uk

Names and dates of Course(s):

Name of Applicant (s):

Job Title:

Organisation Name:

Address:

Postcode:

Tel No.:

Fax No:

Email:

If you have any accessibility needs please identify these here so we can make the necessary arrangements:

Please Note: Cancellations must be made in writing (post or email) to the address below at least 2 working days prior to the session date otherwise A CANCELLATION FEE OF £50 WILL BE CHARGED. You will receive confirmation of the cancellation in writing.

Please return to:

LASS Training Bookings, The Michael Wood Centre

53, Regent Road, Leicester LE1 6YF

email: training@lass.org.uk

Tel: 0116 255 9995

Fax: 0116 255 9979

Charity No. 1023914

Office Use Only:

Confirmation provided by: Email / phone / post

Date:

Initials:

Signature:

Attended : Yes / No

Cancellation received:

Prevention & Awareness Raising

Event	Date & Time	Venue	Staff co-ordinating	Information
University of Leicester Fresher's Fair	Monday 28 th September 9.00am- 4.30pm	Percy Gee Building, University Road, LE1 7RH	Celia	Sexual health information and condom teach stall.
Health Market Place	Tuesday 29 th September 4.00pm-6.15pm	Walkers Stadium	Ravina	Sexual health & HIV stall. To promote our LASS Rapid HIV Testing and the LASS DVD.
DVIRP AGM	Tuesday 29 th Sept 10.00 - 2.00pm	African Caribbean Centre	Khadija	Sexual health information stall.
Leicester & Leicestershire BME Carers Workers Network	Thursday 1 st October 1.00pm - 5.00pm	Age Concern, Clarence House, 46 Humberstone Gate, Leicester LE1 3PJ	Khadija	Sexual health information stall.
Community Fair at De Montfort University	Thursday 1 st October 9.00- 4.00pm	DMU-SU	Ravina	Sexual health awareness raising stall.
Loughborough Fresher's Fair	Sunday 4 th October 11.00am-3.00pm	Loughborough SU-Ashby Road, Loughborough, LE11 3TT	Ravina	Sexual health information and condom teach stall.
World Mental Health Day Akwaba Ayeh	Friday 9 th October 10.00-2.00pm	African Caribbean Centre	Khadija	Sexual health information stall.
Thomas Estley Community College	Wednesday 14 th October 9.00am-3.00pm	Station Road Broughton Astley Leicester	Ravina	5 x 50min sessions- 'All about HIV'.
WAD Launch event-Red Ribbon Pinning Tea Party.	Tuesday 3 rd November 2-5pm	LASS	Celia	Pinning ribbons and cakes with tea.
ASDA	Tuesday 24 th November 12.00-2.00pm & 6.00pm-8.30pm	Magna Park	Celia	Promoting awareness about HIV/AIDS and World AIDS day.
WAD stall at Centrica	Friday 27 th November 9.00am-4.00pm	Centrica	Celia	Promoting awareness about HIV/AIDS and World AIDS day.
Sexual Health Advice & Guidance week (Shag) at University of Leicester	30 th Nov- 4 th Dec 9.00am- 4.00pm	University of Leicester	Ravina	Promoting awareness about HIV/AIDS and other sti's. Rapid HIV testing.
WAD Market Stall	Tuesday 1 st December 9.00am-3.00pm	Market Place	Celia	Promoting awareness about HIV/AIDS.
Lutterworth College	Tuesday 15 th December 9.00am-1.30pm	Lutterworth	Ravina	Sexual health and HIV stall.