

TEMPLATE FOR COMMUNITY GROUPS: GUIDANCE ON GETTING STARTED

Diverse Waterford Oral History Project (DWOHP) is a collection project for oral history recordings with Waterford City and County Council. The project works with Community For a better understanding of what you can expect from an oral history project and what is expected of you by our Project, we ask you to read and **sign** the following:

As a Community Group the Project will provide for you:

- An opportunity to be involved in one of the most ambitious and significant oral history project's in the history of Waterford generally.
- An opportunity to learn about the customs, traditions, folklore, oral heritage and cultural history of Waterford.
- Training and experience in the methodology of carrying out recorded interviews and working with the appropriate related technology.
- Insurance: guidance on insurance cover required for Community Groups whilst sending out volunteers to make oral history recordings
- Opportunities for professional development and social interaction with other Community Groups and volunteers
- An opportunity to learn about how public history projects operate behind the scenes.
- Acknowledgement of your work in the outputs of the Diverse Waterford Oral History Project.

The Project asks that you:

- Choose interviewees that are appropriate and accessible to you.
- Carry out an agreed number of interviews that is acceptable to both you and the Project.
- Complete all of the required paper work and procedures for every interview you carry out.
- Attend a scheduled orientation and training session.
- Notify the organisation beforehand if you will be unable to carry out a scheduled interview or meeting.
- Conduct yourself in an appropriate and ethical manner at all times when dealing with interviewees and staff.
- Maintain confidentiality where required.
- Maintain all GDPR expectations as set out by DWOHP

By my signature I declare that I have read, understand, and agree with all parts of the Volunteer Agreement and will strive to fulfil all parts therein.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

Representative of Community Group
Date

Signed on behalf of DWOHP Date