



**Breast Cancer
Research Trust**

Gaining Knowledge. Saving Lives.

VOLUNTEER HANDBOOK



1. Welcome

Thank you for choosing to volunteer with the Breast Cancer Research Trust (BCRT) and for helping to make clinical trials and research possible and accessible to those diagnosed with breast cancer in the Waikato and wider New Zealand.

Volunteers are at the very heart of our organisation. You are the face of the BCRT in our communities. You are raising our profile and money to fund breast cancer research and you are helping us to share this research with others. You are essential to everything we do!

It is our intention to make sure that anyone who gives their time to us feels valued, understood and proud to be part of our team.

Thank you once again for making a difference!

The BCRT Team

OUR VISION:

Gaining knowledge and saving lives

OUR MISSION:

Improving breast cancer care and treatment



VOLUNTEER

CONTENTS

Welcome P. 2

A little bit about us P. 4

Our research P. 5

A little bit about you P. 6

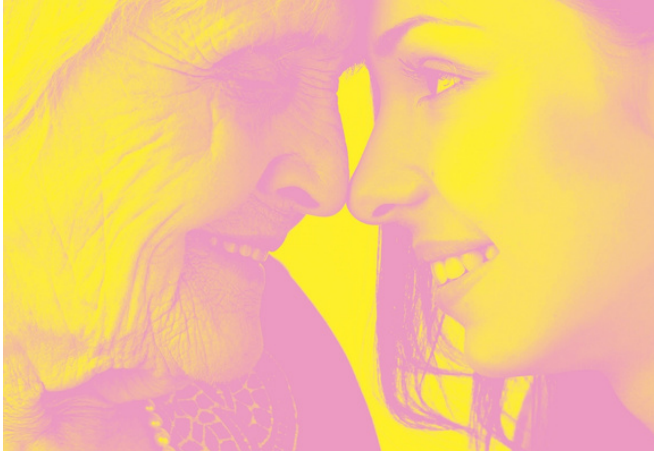
What can you expect from us P. 7

Get the most out of your role P. 8

We will support you P. 9

Essentials P. 10

Thank you P. 11



A LITTLE BIT ABOUT US

The Breast Cancer Research Trust uses evidence based research advances, to provide those diagnosed with breast cancer the best treatments, practices and outcomes.

Founded in 2000, the Breast Cancer Research Trust (BCRT), is involved in local and international research trials, which focus on using the latest research advances to prevent and cure breast cancer.

The Breast Cancer Research Trust and Waikato District Health Board do not receive any government funding for breast cancer research. With each clinical trial costing at least \$200,000 to run we rely on FUNdraising, donations, grants and sponsorship to ensure we can continue our evidence-based breast cancer research in pursuit of the BEST.



OUR RESEARCH

A short summary

Breast cancer is not just one disease; there are many types and stages all of which need different treatments. The Breast Cancer Research Trust enables local and international breast cancer research trials.

As a result of research, major advances in controlling breast cancer include:

- our ability to use breast-conserving surgery or less radical mastectomy (removal of the whole breast) for many wāhine/women
- saving lives with regular mammography screening
- better drug treatments, both chemotherapy and hormonal therapies
- the entry into the era of highly targeted therapies aimed at breast cancers which have specific features present e.g. Herceptin for HER2 positive breast cancer
- reducing local recurrence with improvements in radiotherapy
- developments of breast reconstruction and sentinel node surgical techniques
- breast cancer prevention
- use of genomic assays to select out women who can safely avoid chemotherapy or radiology



A LITTLE BIT ABOUT YOU

Our volunteers get involved for a variety of reasons.



Some want to make a difference to the lives of people affected by breast cancer, others want to develop new skills and some simply want to meet new people and have fun.

We don't have a typical volunteer!

Every person who volunteers for us does have one thing in common: they are absolutely vital to our work and we are absolutely grateful.

**VOLUNTEERS ARE
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WHAT CAN YOU EXPECT FROM US

We want to make sure that you enjoy your role and get the most out of it.



We will be

- Inclusive
- Supportive
- Compassionate
- Honest
- Respectful



Our commitment

- Always treat you with respect, consideration, and appreciation
- Ensure you have a clear idea of your responsibilities, including the length of time we'd like you to be involved in a project
- Give you information about the support available to help you carry out your role
- Provide you with support through regular meetings or discussions (dependent on your role)
- Offer you fair, honest, and timely feedback on your work
- Update you on how your work has made a difference

To ensure you get the most out of your roles, please adhere to the following:

**ALWAYS TREAT STAFF,
SUPPORTERS AND FELLOW
VOLUNTEERS WITH RESPECT,
CONSIDERATION AND
APPRECIATION**

**ACT IN A PROFESSIONAL WAY
WHENEVER YOU REPRESENT THE
WBCRT IN PUBLIC**

**ACT IN A WAY THAT DOES NOT
DISCIMINATE AGAINST OR
EXCLUDE ANYONE**

**PROVIDE AS MUCH NOTICE AS
POSSIBLE IF YOU ARE UNABLE TO
FULFIL YOU VOLUNTEERING
COMMITMENT, OR IF YOU NO
LONGER WISH TO BE INVOLVED IN
A PROJECT OR EVENT**

**IF YOU DO NOT FULLY
UNDERSTAND YOUR ROLES AND
RESPONSIBILITIES, PLEASE ASK
YOUR WBCRT CONTACT FOR
GUIDANCE**

WE WILL SUPPORT YOU

INDUCTION

Your BCRT contact will introduce you to your team and anyone else you may be working with. They'll go over health and safety requirements. Please use this opportunity to ask any questions and to highlight any areas you would like further training and support in. If based in our office you'll be asked to complete part of the Waikato DHB induction.

If you'll be volunteering with us over a period of time, we recommend a settling in period which gives us both a chance to assess how things are working out.

TRAINING

We want to ensure that you feel happy and confident to carry out your role. As a BCRT volunteer you'll be able to access relevant orientation or training.

SUPPORT

You'll receive ongoing support from your BCRT contact. As part of your development, please make a note of how each task you carried out went, what you did and if there were any issues that arose. If you are a long term volunteer we will have a review meeting and the frequency of these will vary depending on the nature of your role and time commitment.



REIMBURSEMENTS

The BCRT will reimburse volunteers for any reasonable out-of-pocket expense. Only the amount that was spent as a result of volunteering will be reimbursed. Tickets and receipts must be provided in order to claim. It remains the decision of the volunteer as to whether they want to claim expenses or not.



HEALTH & SAFETY

The BCRT is committed to looking after the health, safety and wellbeing of everyone who works for us, on our premises or uses our services. This commitment applies equally to our large team of volunteers who are vital to the services we provide. Any accidents and/or incidents must be reported to your BCRT contact as soon as possible.



CONFIDENTIALITY

Volunteers must maintain confidentiality during their time with the BCRT. For this reason, when you completed the volunteer agreement form you will also be asked to sign a confidentiality declaration.



CRIMINAL HISTORY CHECK

Some of our volunteer work will involve working with money and if your role involves responsibility for finances you will be required to undergo a Ministry of Justice criminal conviction history check. Your BCRT contact will be able to provide you with more information if this is required for your role.



THANK YOU

We rely on our volunteers to help us achieve our mission; we literally could not do it without you and we can't thank you enough for your time and expertise.

You help us with the "fight" against breast cancer, to find better treatments and better practices to provide those diagnosed with breast cancer the BEST possible outcomes.

CONTACT DETAILS

For assistance or queries, please contact our Fundraising representative at:

Telephone: 07 839 8726 ext. 97959

Mobile: 022 131 1303

Email: cindy.jacobs@breastcancerresearch.org.nz

**Address: Breast Cancer Research Trust, Ground Floor,
Hockin Building, Waikato Hospital, Private Bag 3200,
Hamilton, 3240**

Website: www.breastcancerresearch.org.nz

Facebook: [BreastCancerResearchTrust](https://www.facebook.com/BreastCancerResearchTrust)

Instagram: [BCRT](https://www.instagram.com/BCRT)

